



**THE AIR FORCE PUBLICATIONS AND FORMS MANAGEMENT
PROGRAMS--DEVELOPING AND PROCESSING PUBLICATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This volume covers the procedures and standards that govern management of standard publications throughout the Air Force. It implements AFD 37-1, *Air Force Information Management*. It also carries out the tenets of Executive Order (E.O.) 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993; and E.O. 12866, *Regulatory Planning and Review*, September 30, 1993. It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to SAF/AAIP; other commands send one copy of each supplement to the next higher headquarters. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

NOTE: This volume references Air Force Regulations which will remain in force until converted to the new types of publications described in paragraphs 2.10 and 2.11.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 96-2 which provides guidance for the delegation of approving authority of Air Force publications (3.1.2.2.), redefines Section D--Preparing Message Changes, paragraphs 3.54 through 3.57; revises required coordination (tables 3.1 and 4.1); replaces figure 3.5 with Figure 3.5. Sample Interim Change (IC) Notification Message; and adds attachment IC 96-2. A ★ indicates revisions from the previous edition. See attachment IC 96-2 for the complete IC.

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Chapter 1**BASIS AND GOALS OF THE AIR FORCE PUBLICATIONS MANAGEMENT PROGRAM****Section A—References, Abbreviations, Acronyms, and Terms**

1.1. References, Abbreviations, Acronyms, and Terms. See attachment 1.

Section B—Statutory and Other Authorities and Program Goal

1.2. Authorities. Statutory authority for this instruction is derived from Title 44, United States Code, and the *Paperwork Reduction Act of 1980*. Other authorities are Executive Orders, the *Government Printing and Binding Regulations*, the *Code of Federal Regulations*, *Federal Acquisition Regulations*, and issuances from the Office of Management and Budget and the General Services Administration.

1.3. Program Goal. The goal of the Air Force Publications Management Program is to economically develop quality total force publications. These publications contain information that is essential to accomplishing the Air Force mission.

Section C—Responsibilities for Publications Management

1.4. Responsibilities of the Department of the Air Force. The Director of Information Management (SAF/AAI), Office of the Administrative Assistant to the Secretary of the Air Force, through the Publishing Division (SAF/AAIP), is responsible for publications management policies and procedures. SAF/AAIP directs and manages the Air Force Publications Management Programs, develops policy and establishes procedures and standards for authenticating, controlling, procuring, producing, issuing, storing, and distributing Air Force publications.

1.4.1. SAF/AAIP designates the Air Force Publications Manager. This individual is responsible for:

1.4.1.1. Establishing overall policies and procedures for commands to administer their publications program.

1.4.1.2. Prescribing standards, methods, and techniques on how to prepare artwork and how to format, number, index, file, and maintain publications.

1.4.1.3. Authorizing project officers to establish special systems of publications.

1.4.1.4. Evaluating effectiveness and efficiency of each command's publications management program, including reviewing MAJCOM, FOA, and DRU supplements in the 37 series.

1.4.1.5. Evaluating and continually improving the Air Force publications management programs.

1.4.1.6. Providing technical advice on publications management to Air Force personnel.

1.4.2. SAF/AAIP will make standard (unclassified) publications accessible to people with disabilities, upon request. When requested, publications must be in a format that will enable disabled persons to access the information (e.g., speech-indexed cassette tape, Braille, or diskette for use in computer terminals with voice output).

1.5. Responsibilities of Heads of Secretariat Activities, Headquarters United States Air Force (USAF) Deputy Chiefs, and Assistant Chiefs of Staff. These officials are responsible for policies and instructions written in publications, parts of publications, and forms that pertain to their functional areas. They will:

1.5.1. Enforce departmental policies, directives, and instructions governing publications, periodicals, and forms within their activities, FOAs, and subordinate elements.

1.5.2. Review, comment on, and approve draft manuscripts of departmental publications when coordination or approval is required. They will ensure that the proposed publications do not conflict with the policies and procedures in their areas of responsibility. See paragraph 3.1.2 for additional information on approval requirements.

1.5.3. Assign an OPR (field grade officer or civilian equivalent) for policy and procedures oversight. The OPR will act as a liaison with SAF/AAIP and will ensure that the author of any proposed departmental publication meets the requirements of this instruction. Provide the name, organizational designation, and telephone number to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113.

1.6. Responsibilities of MAJCOM, FOA, DRU, and Installation Commanders. Commanders will ensure that directors or chiefs of Information Management (IM) manage the functions of publication control, printing and reproduction control, forms management, and publishing distribution management. These responsibilities include:

1.6.1. Designating a publications manager to administer the publications management program. He or she sends the designee's name, organizational designation, functional address symbol, and telephone number to the next higher headquarters (SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113 for MAJCOM or FOA). ANG field unit publications managers are not required to send assignment information to ANGRC/SCOS. The publications managers are responsible for:

1.6.1.1. Supervising the programs and recommending improvements to SAF/AAIP (through channels below MAJCOM or FOA level).

1.6.1.2. Implementing the procedures and provisions in this volume.

1.6.1.3. Evaluating requests to establish special systems of publications.

1.6.1.4. Reviewing field command supplements to publications pertaining to matters that have impact on IM activities and responsibilities.

1.6.1.5. Visiting publications management offices of field activities, as needed.

1.6.1.6. Reviewing and editing drafts and preparing copy for reproduction.

1.7. Responsibilities of All Proponents. Proponents (includes offices of primary responsibility [OPR]) are responsible for ensuring all requirements are met before submitting a publication for publishing and distribution. Proponency is assigned to the principal official having responsibility for the policy contained in the publication. Proponents will prepare and submit their publications for publishing in a timely and accurate manner; keep their publications current; properly coordinate their publications before submitting them for publishing; rescind those publications that are no longer required; and determine the appropriate audience and level of command of their publications. Coordinate all standard publications with Records

Management, Privacy Act/Freedom of Information Office, and the Information Collections and Reports Manager at the appropriate level.

1.8. Implementing Publications of Higher Headquarters. To ensure prompt action on new publications issued by higher headquarters (including revisions), MAJCOMs and FOAs designate an OPR for each publication announced in the *Air Force Publishing Bulletin*. Use AF Form 399, **Request for Action on Implementation of Higher Headquarters Publication**, to send the publication to have OPRs take necessary actions.

Section D—Organizing Publishing Elements

1.9. The Publishing Role. To meet the needs of the US Air Force, each command, agency, and activity must define its publishing role. Most organizations produce publications for their own use, therefore, they have only an internal support publishing mission. However, designated organizations also develop publications published by SAF/AAIP for use Air Force-wide. Therefore, they also have an external publishing mission.

1.10. Organizing for Internal Support Publishing. Most commands and agencies have an internal support publishing function, limited to supplementing higher guidance and providing local information. They will organizationally locate publications management on the staff of the Information Manager. Individuals performing these functions must have technical area expertise. Their major responsibility will be to provide technical support to the Information Manager and ensure the command or agency uses the Air Force Publications Management Program properly.

1.11. Organizing for an External and Internal Publishing Mission. Commands and agencies that also have an external publishing mission have two options in organizing for their publishing role. Commanders may make external publishing an independent element in their organization, or commanders may instead have only an Information Manager responsible for the organization's internal and external publishing missions.

Chapter 2

STANDARD PUBLICATION INFORMATION, GUIDANCE, AND PROCEDURES

Section A—Types of Air Force Publications

2.1. Advantages of Using Publications. Publications are the most effective and economical way to state policies and procedures because they are produced under controlled procedures that ensure coordination, review, and certification, and approval, and are maintained in an official record set to meet historical and legal requirements. As technology advances, Department of Defense (DoD)-wide publishing systems will be in place. To take advantage of these systems, potential users who want their field publications published must conform their products to the standards in this and other volumes of AFI 37-160.

2.2. Departmental Publications. Departmental publications are Air Force Doctrine Documents (AFDD), Air Force Policy Directives (AFPD), Air Force Instructions (AFI), Air Force Regulations (AFR), Air Force Manuals (AFMAN), Air Force Mission Directives (AFMD), Air Force Pamphlets (AFPAM), Air Force Indexes (AFIND), Air Force Directories (AFDIR), Air Force Handbooks (AFH), Air Force Catalogs (AFCAT), Air Force Supplements (AFS), Air Force Recurring Periodicals (AFRP), and Air Force Visual Aids (AFVA).

NOTE: AFRs remain in effect as a transitional publication, until they are superseded by other standard departmental publications. Departmental publications apply to a minimum of two major commands (MAJCOM) or field operating agencies (FOA). Departmental publications are issued by, or by order of, The Secretary of the Air Force.

2.3. Field Publications. Field publications originate at MAJCOM, FOA, or DRU level, or below, and apply to all units under the control of the issuing headquarters. Field publications consist of base publications and unit publications.

2.3.1. Installation Publications. The installation commander has the authority to issue installation publications. Unless limited by distribution, or waivers granted under host-tenant agreements (AFI 25-201, *Support Agreement Requirements* [formerly AFR 11-4]), installations publications apply to all units assigned or attached to the installation. They also apply to off-base and remote-site units of the same or different parent MAJCOMs or FOAs, if the subject matter covers the support and services

given them by the issuing installation. The installation commander issues installations publications (e.g., Langley AFB Instruction XX-XXX) when they apply to all units physically located on the installation, regardless of unit affiliation or designation. For example, a publication pertaining to traffic rules on Langley AFB.

2.3.2. Unit Publications. For publications that pertain to an individual unit, regardless of physical location (e.g., 1100 ABW and its geographically separated units and detachments, etc.) a unit publication is published.

Section B—Categories of Published Material

2.4. Standard Publications. Standard publications, issued by the Secretary of the Air Force; Chief of Staff, USAF; commanders; and staff officials at all levels announce policies, assign responsibilities, prescribe procedures, direct actions, and inform people. Authorized types are doctrine documents, policy directives, instructions, mission directives, manuals, indexes, directories, handbooks, catalogs, operating instructions, supplements, pamphlets, visual aids, bulletins, and staff digests. Publications can be in either paper, microform, or digital form. A digital publication is one that primarily resides on automated media, other than paper. These media include magnetic tape, magnetic disks, optical disks, and bulletin boards. This type of publication may contain computational software that enables users to perform programmatic work. Users only need selected portions to do tasks pertaining to the section at hand. Offices of primary responsibility (OPR) of digital publications must generate a paper copy for the record set (paragraph 4.8.10), and must generate the entire publication on paper on request.

2.4.1. Bulletin Boards. Often publications may be accessed by a “bulletin board.” OPRs that establish and maintain bulletin boards often require that users register in order to gain access to the bulletin board (registration may assume different forms, depending on the system and network used).

2.4.1.1. Unclassified publications may be distributed by bulletin board. Format of bulletin board publications is inconsequential; content however, must be identical to the record set. For Official Use Only (FOUO) information must be properly safeguarded. Classified information will not be included and distributed by a bulletin board.

2.4.1.2. Formal requirements (via publishing distribution office [PDO] channels) need not be established by users who receive documents via the bulletin board. The purpose of a digital publication is to reduce the number of paper copies; however, there will always be a limited number of users who need the paper copy because they are unable to access a bulletin board. Each master publications library will also need the capability to provide a paper copy. OPRs need to state in the functional statement inserted in the *Air Force Publishing Bulletin* (AFPB) what the digital publication will accomplish, and how to access the electronic bulletin board. The bulletin board must have the capability to lock out users not designated access to L (Limited) or X (OPR-determined) items. The OPR controls these addresses. Paper copy requirements should be adjusted (reduced) for users with electronic access.

2.4.1.3. Bulletin board operators incur certain responsibilities when distributing publications via bulletin boards. The responsibilities vary and depend on whether the bulletin board operator is also the OPR for the publication. If the operator is also the OPR, he or she incurs all responsibilities stated in this volume; e.g., coordination, record sets, etc. If not the OPR, then he or she assumes responsibility for ensuring current data are available and accessible by users. The functional OPR is also responsible for ensuring users on Distribution L or X, without bulletin board access, are on distribution for paper copies. The operator also ensures the distribution list is updated periodically. Distribution F (functional) users with bulletin board access need to be instructed to take either paper copy or digital media and be monitored closely to preclude duplication.

2.4.1.4. The OPR must send a published paper copy of the publication to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113 (with a copy of the completed AF Form 673, **Request To Issue Publication**) for retention and use to index, file, announce, and stock the publication. They must also maintain a printed paper copy of the publication in their official record set.

2.4.2. Other Electronic Media. Users of publications on media other than bulletin boards will establish requirements according to procedures in AFI 37-161, *Distribution Management*. See paragraph 3.51 for information on processing departmental publications on magnetic media.

2.5. Special Publications. Special publications provide special information (e.g., the Technical Order System). Chapter 3 explains how to establish and use these systems.

2.6. Periodicals. Periodicals are nondirective magazines or newsletters. AFI 37-160, volume 4, *The Air Force Publications and Forms Management Programs--Air Force Periodicals and Nonrecurring Pamphlets*, explains how to establish and issue periodicals.

2.7. Nonrecurring Pamphlets. These include nondirective classified or unclassified pamphlets not subject to revisions, not shown in an index, and usually not numbered. AFI 37-160, volume 4, explains how to establish and issue nonrecurring pamphlets.

2.8. Non-Air Force Publications. The Air Force uses other Federal agency publications, such as publications of the Federal Aviation Administration, when they apply or are of interest (see paragraph 2.27 for a description of non-Air Force publications).

2.9. Printed Documents. Certain documents are not publications, even when printed to meet distribution requirements. Examples include plans, programs, histories, staff studies, statistical summaries, reports, training materials, and similar documents.

Section C—Directive and Nondirective Publications

2.10. Directive Publications.

NOTE: If the following publication types prescribe reports or forms, see paragraphs 3.14.3, 3.31, and 3.32.

2.10.1. Air Force Doctrine Documents (AFDD). AFDDs contain broad, enduring guidance for preparing and employing United States Air Force resources to support National objectives. (These publications replace those formerly in the 1, 2, and 3 series of Air Force Regulations). AFDDs will be indexed in a separate section in AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*.

2.10.2. Air Force Policy Directives (AFPD). AFPDs are orders of the Secretary of the Air Force and contain directive policy statements of the Office of the Secretary of the Air Force and Headquarters United States Air Force to initiate, govern, or regulate actions of conduct, within their specified areas of responsibility, by Air Force activities at any level. AFPD 90-1, *Strategic Planning and Policy Formulation*, sets the tone for all Air Force policy development. AFPDs contain explanations of key terms, responsibilities and authority, and policy interfaces. Metrics are attached to measure compliance (see attachment 2 for a checklist). As a goal, the length of AFPDs (without attachments) is two composed pages. Procedures or detailed “how-to” instructions are not to appear within AFPDs. Any absolutely essential parameters for action that must be included will be condensed to the maximum extent possible and incorporated into the body of the AFPD. AFPDs may not be supplemented. AFPDs must be approved in the Secretariat or the Air Staff (see paragraph 3.1.2). Subordinate activities may issue command policy directives, which will be designated with the acronym of the command; e.g., ACCPD (for Air Combat Command Policy Directive) and must be consistent with related AFPDs.

2.10.3. Air Force Instructions (AFI). AFIs are orders of the Secretary of the Air Force and are approved in the Secretariat or the Air Staff (see paragraph 3.1.2) and will be issued as departmental publications. They are usually drafted at the MAJCOM and FOA level and provide essential procedural guidance necessary to implement Air Force Policy in the field. All AFIs must have an antecedent AFPD. AFIs may be supplemented at any level. Subordinate activities may also issue instructions, which will be designated with the acronym of the command; e.g., ACCI (for Air Combat Command Instruction). These are specific instructions necessary to implement AFPDs at their field units and will be written by the MAJCOM or local headquarters.

2.10.4. Air Force Mission Directives (AFMD). AFMDs prescribe the mission, area or responsibility, organization, responsibilities, and command relationships of Air Force units. (These publications replace those formerly in the 20, 21 and 23 series of Air Force regulations). These publications will be indexed in a separate section in AFIND 2, *Numerical Index of Standard and Recurring Air Force Publications*. AFMDs may be supplemented at any level. Subordinate activities may also issue mission directives, which will be designated with the acronym of the command; e.g., ACCMD (for Air Combat Command Mission Directive).

2.10.5. Air Force Manuals (AFMAN). AFMANs are guidance documents consisting of procedures that usually contain examples for performing standard tasks, supporting education and training programs (AFI 36-2201, *Developing, Conducting, and Managing Training* [formerly AFR 4-66]), or computer system operating instructions. Manuals may be supplemented at any level. Subordinate activities may also issue manuals, which will be designated with the acronym of the command; e.g., ACCMAN (for Air Combat Command Manual).

2.10.6. Air Force Supplements (AFS). AFSs add material to publications issued by higher headquarters or agencies. Each supplement bears the number of the parent publication; e.g., DoD 5120.43-R/Air Force Supplement. Departmental supplements will not be consecutively numbered—they will be totally revised. However, MAJCOMs and FOAs, at their option, may sequentially number their supplements. Secretariat and Air Staff (HQ USAF) activities that develop departmental publications must not supplement departmental publications.

NOTE: Supplements to nondirective publications will likewise be nondirective. Subordinate commands may also issue supplements, which will be designated with the acronym of the command; e.g., ACCS (for Air Combat Command Supplement). HQ USAF supplements a variety of DoD and Federal Agency publications; likewise, field commands may supplement any publication type listed in paragraphs 2.10.3 through 2.10.6, and paragraphs 2.11.1 through 2.11.5.

2.10.7. Operating Instructions (OI). OIs assign responsibilities, direct actions, and prescribe procedures within:

2.10.7.1. A headquarters--as headquarters operating instructions (HOI).

2.10.7.2. Organizational elements, such as a headquarters staff office, flight, detachment, squadron, department, division, or similar units; e.g., a branch operating instruction (BOI).

2.10.7.3. A functional area; e.g., maintenance operating instructions (MOI).

NOTE: Consider subject matter and purpose when deciding whether to use an OI or instruction; e.g., installation traffic rules should be published in an instruction; however, a squadron or group can establish procedures for selecting a noncommissioned officer of the quarter in a memorandum or OI. If the subject matter requires careful review of written procedures and a historical record, use an instruction.

2.11. Nondirective Publications. Nondirective publications suggest guidance which can be modified to fit the circumstances. They apply to procedures, standards, and definitions.

NOTE: If the following publication types prescribe reports or forms, see paragraphs 3.14.3, 3.31, and 3.32.

2.11.1. Pamphlets. Pamphlets are informational publications which normally are "how to" documents and include procedures for implementing Air Force policies. Pamphlets usually are written in a more informal style than instructions. In special cases, pamphlets need not follow the format prescribed for instructions. Pamphlets can provide guidance regarding reports, but cannot prescribe reports. Pamphlets may cite forms and provide guidance on completing them, but may not prescribe them. Field commands and activities may issue pamphlets, which will be designated with the acronym of the command; e.g., ACCPAM (for Air Combat Command Pamphlet).

NOTE: AFI 37-160, volume 4, provides information and guidance on nonrecurring pamphlets, i.e., nonstandard pamphlets that are not revised.

2.11.2. Indexes. Indexes are informational publications that serve to guide, point out, or otherwise facilitate reference. Indexes are not supplemented. Subordinate commands may also issue indexes, which will be designated with the acronym of the command; e.g., ACCIND (for Air Combat Command Index).

2.11.3. Directories. Directories are informational publications that are compilations serving to direct, that are systematically arranged, usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data. Subordinate commands may also issue directories, which will be designated with the acronym of the command; e.g., ACCDIR (for Air Combat Command Directory).

2.11.4. Handbooks. Handbooks are concise reference books on the technical aspects of a particular subject or a compilation of factual data and instructional material not subject to frequent revision. Subordinate commands may also issue handbooks, which will be designated with the acronym of the command; e.g., ACCH (for Air Combat Command Handbook).

2.11.5. Catalogs. Catalogs are informational publications that are detailed listings which describe or list a collection of information according to some plan. Subordinate commands may also issue catalogs, which will be designated with the acronym of the command; e.g., ACCCAT (for Air Combat Command Catalog).

2.11.6. Visual Aids (VA). VAs usually do not require fill-in information. They can be posters or graphic illustrations. OPRs issue them for display on walls, bulletin boards, desks, and other places. OPRs should combine and issue VAs at the highest levels, when possible. Where practical, OPRs may have two different VAs printed on one page (back-to-back). The use of departmental VAs must be prescribed by a publication as to how they will be used. Indicate on the VA itself the prescribing publication; e.g., "AFVA 37-1 (Prescribed by AFI 37-160, Volume 1)." MAJCOMs and FOAs may establish their own guidance on VAs. There are two kinds:

2.11.6.1. Permanent VAs explain or instruct. An example is a chart portraying military insignia. Number, date, and index these VAs just like other publications. AF Form 673 must be completed, and a record set must be maintained (paragraph 4.8).

2.11.6.2. Temporary VAs inform or motivate, such as a poster promoting safe driving. As a rule, limit display to 90 days or less. Show an expiration date in small type at the bottom of the VA; e.g., Expires 29 December 1993. (If the VA shows the date of an event, you may eliminate the expiration date.) Do not number or index these VAs. Temporary VAs do not require an AF Form 673, maintenance of a record set, or a prescribing publication.

2.11.7. Base or Headquarters Official Bulletins. These contain temporary announcements, notices, and instructions. Each base issues only one bulletin, but a large headquarters located on a base may issue one separately. A base may issue the bulletin at regular intervals; e.g., weekly, or as needed. Besides PBs and base or headquarters official bulletins, other types of bulletins are not authorized.

2.11.8. Staff Digests. These contain summaries of significant staff actions, important announcements, and special notices. They inform senior staff officials of matters that may not otherwise come to their attention. Staff digests are restricted to the Secretariat, Air Staff, or MAJCOM levels and should not be used in lieu of properly authorized recurring periodicals (RP) or

to circumvent restrictions and conditions for newsletters and bulletins (AFI 37-160, volume 4). An activity may issue a digest as needed.

2.11.9. Publishing Bulletins (PB). PBs announce processing and rescission actions on Air Force publications and forms (AFI 37-161).

Section D—Joint Departmental Publications

2.12. Issuing Joint Departmental Publications (JDP). JDPs contain mutually agreed-on policies or procedures that the Air Force and one or more of the Military Departments or DoD agencies, such as the Defense Logistics Agency (DLA) need to carry out a common mission or function. Joint publication types may be any of those listed in paragraphs 2.10.3 through 2.10.5, and 2.11.1 through 2.11.5. See also AFI 10-1301, *Aerospace Doctrine*, for guidance in development of doctrinal publications.

2.13. Participation of the Air Force and One or More DoD Agencies in a Joint Departmental Publication (JDP). The Military Department or agency that publishes a JDP is the “executive agent” for that publication. See AFI 37-160, volume 2, *The Air Force Publications and Forms Management Programs--Implementing Department of Defense Directives, Instructions, and Issuances; and Managing Joint Staff Publications*, for additional information. All participants in a JDP mutually agree on the policies and procedures needed to carry out their mission. In the Air Force, the word “joint” is added to the category of the product; e.g., Air Force Joint Instruction (AFJI), etc. If a participant adds to these policies or procedures because of unique operating procedures, it indicates applicability to that service or agency only. All participants in a JDP must mutually agree to revise or rescind it. However, one service or agency may issue a change or rescind the publication as it pertains to that activity. The issuing agency must coordinate the change or rescission with the other participants and send them a printed copy. The DoD-component OPR then decides whether to issue a change, based on its own policies and procedures.

2.14. Air Force as the Executive Agent on a JDP. When the Air Force (Secretariat or Air Staff) is the executive agent, the Air Force publication number, command approval, and distribution formula precede those of the other Military Departments or agency. The other Department’s or agency’s information is listed in order of precedence.

2.14.1. The Air Force OPR develops and processes the publication according to this volume. It sends the draft, by memorandum, to each Military Department or agency OPR for final approval. It coordinates with affected Secretariat and Air Staff offices and with SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. Air Force OPR also coordinates with SAF/AAIP if the publication prescribes or adopts any forms or formats, and with those applicable offices specified in table 3.1. The OPR shows all coordination, including that obtained from other Military Departments, on AF Form 673, and sends an original and one copy of the double-spaced draft, an original of AF Form 673, and a diskette, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. The format must be Microsoft Word for Windows® (version 2.0), and stored on a 3-inch MS-DOS formatted diskette. No other versions are acceptable. Format the text on the diskette single-spaced, in 10-point Times New Roman, flush left and unjustified. If there are graphics, include them on the same diskette (see paragraph 3.50 for further details). List the other Military Departments’ publications numbers on AF Form 673. If the JDP is new or is a revision of a classified publication over 1-year old, the OPR must attach a functional statement (paragraph 3.30.1).

2.14.2. SAF/AAIP provides writing service and obtains approval from the Secretariat or Air Staff OPR for any revisions made to the edited draft. It asks each Military Department’s publications office to verify its publication number and command approval, and to provide its distribution formula, printing requirements, and shipping instructions. SAF/AAIP then processes the draft for composition, printing, and distribution.

2.15. Another DoD Agency or Military Department as Executive Agent on a JDP:

2.15.1. The executive agent’s OPR develops and formats the publication according to the executive agent’s policies and procedures, and sends the draft to the Air Force OPR for preliminary coordination.

2.15.2. The Air Force OPR works with the executive agent to develop the Air Force input; gets SAF/AAIP to review the manuscript and coordinate on AF Form 673; and gets Secretariat or Air Staff preliminary functional coordination (table 3.1). The OPR sends the draft back to the executive agent with comments, and works with the executive agent to resolve any differences raised during preliminary Air Force coordination.

2.15.3. The executive agent returns the draft to the Secretariat or Air Force functional OPR for final coordination.

2.15.4. The Air Force OPR gets final coordination from affected Secretariat or Air Staff offices. The OPR shows all coordination on AF Form 673; has the approval authority sign the AF Form 673 in block 21; and sends the approved draft, by memorandum, to the executive agent. The OPR also sends SAF/AAIP the signed AF Form 673, a copy of the draft, and a copy of the memorandum sent to the executive agent approving the draft.

2.15.5. The executive agent sends the approved draft to the appropriate Military Department's publishing activity for processing. The executive agent's publishing activity sends a memorandum with a 30-day suspense to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, requesting verification of publication number and command approval, distribution formula, printing requirements, and shipping instructions.

NOTE: If the OPR fails to send the fully coordinated and signed AF Form 673 to SAF/AAIP at this stage, the Air Force will not be able to meet the 30-day suspense agreed to by all the other Military Departments and agencies. Consequently, the Air Force may not be able to participate in the publication.

2.15.6. SAF/AAIP checks the draft for Air Force publication number, command approval, distribution formula, superseded publication, and accuracy of references to Air Force publications and forms. It then sends the executive agent's publishing activity a memorandum providing the information in paragraph 2.14.2.

Section E—Issuing Drafts of Publications

2.16. Procedures Governing Draft Publications. OPRs may send out drafts of publications for information and planning only--not for implementation or compliance. PDOs do not distribute drafts; therefore, some functional users may not receive copies. Units cannot comply with publications they do not receive. When agencies base actions on a draft document, there can be questions about their entitlements, benefits, and losses. Drafts are duplications. Eventually, OPRs must issue the drafts as printed publications; they are expensive. Often many different organizations must reproduce drafts, which greatly increases costs; and field units cannot supplement drafts.

2.17. Issuing the Draft. Drafts are for information and planning only. Print, stamp, or type "DRAFT--NOT FOR IMPLEMENTATION OR COMPLIANCE" across the top of the title page.

Section F—Classified Standard Publications

2.18. Marking Classified Publications. Usually, a standard publication is not classified. However, if classified, the project officer must classify and portion-mark the entire draft (title, paragraphs, pages, and so forth) and any transmittal documents such as the AF Form 673. See DoD 5200.1-PH, *Guide to Marking Classified Documents*, for guidance on marking classified documents.

2.19. Restrictions for Classified Publications. Do not include classified information in a publication if the security protection required by DoD 5200.1-R, *Information Security Program Regulation*, and AFI 31-401, *Information Security Program Management* (formerly AFR 205-1), cannot be provided. Do not include classified information in bulletins and staff digests. See DoD 5200.1-R and AFI 31-401 when a change or supplement has a security classification that differs from the basic publication. Limit the distribution of a classified supplement to those activities receiving the basic publication.

Section G—Applicability of Publications

2.20. Conflicting Publications. When guidance in a publication issued by a higher-level unit conflicts with one issued by a field unit, the higher-level publication takes precedence. When a unit issues a publication that conflicts with one of its own publications, each activity noting the discrepancy may inform the issuing OPR of the conflict and ask for clarification. Pending clarification, comply with the latest of the two unit publications.

2.21. Validity of a Publication. When a commander is reassigned, any publication showing the individual's signature element remains in effect until rescinded or revised. When a unit's designation changes, its current publications remain valid and in effect until officially superseded or rescinded. Beginning on the effective date of redesignation, issue all new and revised publications, indexes, and supplements with the new designation. However, do not reissue current publications merely to show the new designation.

2.22. Applicability of Air Force and MAJCOM Publications to the Air National Guard (ANG):

2.22.1. All departmental publications (AFPDs and AFIs) apply to the ANG unless there is a stated exception in the purpose paragraph of the publication. If there is an exception, state in the purpose paragraph "This publication does not apply to the Air National Guard (ANG)," or "This publication applies to the Air National Guard (ANG) only upon mobilization.: When selected portions do not apply, the purpose paragraph of a publication must state "Selected (chapters, paragraphs, etc.) of this

publication do not apply to Air National Guard units and members.” MAJCOM publications are applicable only when stated as such in the purpose paragraph of the publication. MAJCOM publications may also state applicability upon mobilization.

2.22.2. The National Guard Bureau (NGB) or ANG Readiness Center (ANGRC) OPR will be tasked by the Director, ANG (NGB/CF) to review all departmental and designated MAJCOM publications for content. NGB/CF will provide comments to the originating office and recommends applicability or nonapplicability of the publication to ANG units and members. If coordination of an existing publication is in doubt, or not evident, the publication will not be considered applicable until proper coordination has been verified or accomplished.

2.22.3. The ANG OPR and NGB/CF review all published publications to ensure that content has not been revised during the coordination process in a manner that would impact upon the ANG. The NGB Policy Office (NGB-PO) will review the publication to ensure policy continuity. NGB-ADP will list MAJCOM-level publications and any exceptions in the ANGIND 2, *Numerical Index of Air National Guard and Applicable Publications* (formerly NGR(AF) 0-2).

2.22.4. AFPDs and AFIs will not be listed in the ANGIND 2. Nonapplicability identified by a ”@,” or applicability only upon mobilization, identified by a ”#,” will be flagged in the publication’s listing in AFIND 2.

2.22.5. When an existing ANG and an applicable departmental publication conflict, the ANG publication governs until the proponent OPR and NGB/CF resolve the conflict. Unresolved conflicts at the MAJCOM level will be concluded by the inclusion of an ANG-specific chapter or the publishing of a replacement ANG publication.

2.22.6. If the majority of a MAJCOM publication applies, exceptions will be listed in the ANGIND 2 (formerly NGR(AF) 0-2). If there are numerous exceptions, additions, or inclusions, NGB will publish a separate, modifying publication to identify, by paragraph, these items. The ANG will publish supplements (ANGS) to both departmental and MAJCOM publications, using the same numerical designation as the parent publication.

2.22.7. When selected portions of a publication do not apply to the Air National Guard units and members, OPRs of departmental and MAJCOM publications must add after the portion (chapter, section, paragraph) number or memorandum ”does not apply to the ANG.”

2.22.8. Only the MAJCOM publication listed in the ANGIND 2 (formerly NGR(AF) 0-2), by series and date will apply. The ANG OPR must notify NGB-AD, through NGB/CF, of revisions to publications which must be announced in the NGB Publications Bulletin for placement in the ANGIND 2. Due to publishing time constraints, publications in distribution, whose purpose paragraph indicates applicability to the ANG will be considered applicable to ANG units and members pending publishing bulletin action, unless NGB/CF takes action to the contrary.

2.22.9. OPRs of departmental and MAJCOM publications must send all draft publications (with AF Form 673) to NGB/CF, 2500 Army Pentagon, Room 2E365, Washington DC 20310-2500, for coordination and determination of applicability. Publications will not be sent directly to the NGB OPR.

NOTE: A minimum of 2 weeks, after receipt, is required to coordinate on draft publications.

2.23. Joint NGB Publications. The Chief, National Guard Bureau (NGB), as delegated to the Director, ANG, is authorized to publish joint departmental publications.

2.23.1. The originator of the publication must ensure that all concerned publishing offices (NGB and MAJCOM) coordinate and provide authorization to publish the joint document.

2.23.2. NGB-ADP provides authority to publish from the ANG. The publishing activity must provide a camera-ready copy before NGB-ADP provides this authority.

2.23.3. Proponent OPRs should contact NGB-ADP to make sure that the publication lists the proper publication header and approval elements.

2.24. Applicability of Departmental Publications to the US Air Force Reserve (USAFR):

2.24.1. All departmental publications apply to the Air Force Reserve unless there is a stated exception in the purpose paragraph of the publication. If there is an exception, state in the purpose paragraph ”This publication does not apply to (US Air Force Reserve [USAFR] units and members) (individual mobilization augmentees) (other individual reservists administered by HQ ARPC).“

2.24.2. Project officers must coordinate departmental publications (with AF Form 673) with HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150, when these publications affect the USAFR.

2.25. Applicability of MAJCOM Publications to US Air Force Reserve Units:

2.25.1. MAJCOM policy directives do not apply to US Air Force Reserve units.

2.25.2. MAJCOM publications do not apply to USAFR units unless HQ Air Force Reserve (HQ AFRES) coordinates and approves them. If an OPR, in a MAJCOM that gains United States Air Forces in Europe (USAFE) units upon mobilization, believes that MAJCOM publication should apply to USAFR, that OPR must send the draft with AF Form 673, through HQ

AFRES/IMPM, 155-2d St, Robins AFB GA 31098-1635, to the Air Force Reserve (AFRES) OPR to verify applicability. If the AFRES OPR agrees the publication is applicable, as written or with exceptions, HQ AFRES/IMPM advises the MAJCOM. The MAJCOM must designate in the purpose statement:

2.25.2.1. When the entire publication applies, include the statement "This publication applies to US Air Force Reserve (USAFR) units."

2.25.2.2. When specific portions apply, include a statement such as, "Chapter 3 (or paragraph 4.5 and paragraph 7.3, etc.) of this publication also applies to US Air Force Reserve (USAFR) units."

2.25.2.3. When specific portions do not apply, include a statement such as, "Chapter 6 and chapter 10 (or paragraph 5.1, paragraph 7.3, and paragraph 9.5, etc.) of this publication do not apply to US Air Force Reserve (USAFR) units and members," or "This instruction applies to AMC-gained US Air Force Reserve (USAFR) units unless specifically exempted."

2.25.3. Besides the procedures in paragraph 2.25.2.2 and paragraph 2.25.2.3, OPRs must add a statement of applicability or nonapplicability after each paragraph number; e.g., "4.9. (Also applies to USAFR). Title." or "4.9. (Does not apply to USAFR). Title." or "4.9. (Applies to USAFR Associate units). Title." or "4.9. (Does not apply to USAFR KC-10 units). Title."

2.25.4. Applicability or nonapplicability in supplements will be indicated before or after the headline or in specific paragraphs as in paragraph 2.25.3.

2.25.5. When the AFRES OPR takes exception to specific portions of a MAJCOM publication, it must not be printed until exceptions are resolved. Send unresolved issues to the Secretariat or Air Staff for resolution, according to AFI 10-301, *Responsibilities for Air Reserve Component Forces* (formerly AFR 45-1).

2.25.6. When the approved printed copy is received, HQ AFRES/IMPM announces applicability in the next PB and includes it in the next issue of AFRESIND 2, (formerly AFRESR 0-2, volume 2). If the printed publication changes after the draft is coordinated and the applicable or nonapplicable status of the publication changes, the MAJCOM is required to issue an immediate change to comply with the HQ AFRES request or to comply with AFI 10-301 on unresolved issues.

Section H—Non-Air Force Publications

2.26. Publications Directive on or of Interest to the Air Force. Non-Air Force publications are any publications of another Federal agency, including the DoD and its components, that are directive on or of interest to the Air Force. This does not include commercial enterprise publications or publications of foreign, state, and local governments. For direction on implementing DoD publications, see AFI 37-160, volume 2, *The Air Force Publications and Forms Management Programs--Implementing Department of Defense Directives, Instructions, and Issuances; and Managing Joint Staff Directives*.

2.27. How Non-Air Force Publications Apply. These publications apply to Air Force organizations if they are acceptable as written, are directive on the Air Force, or prescribed for use in Air Force publications. To introduce this type of publication into the Air Force, tell SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, by memorandum and attach an original AF Form 673 to authorize procurement. If a publication is not acceptable or cannot be distributed as written, add its subject matter to an Air Force publication. When the prescribing Air Force publication is rescinded, discontinue the use of the Federal agency's publication.

2.28. Joint Chiefs of Staff (JCS) Publications. Called "joint" publications, the JCS provides instructions to the Military Departments through these publications. AFIND 4, *Department of Defense, Chairman of Joint Chiefs of Staff and the Joint Staff, Interservice Publications, Combined Publications, Air Force Contract Requirements Documents, and Miscellaneous Federal Government and Commercial Publications*, lists these publications. Usually the publishing distribution system (PDS) distributes these publications, but some are available through other channels (AFIND 4).

2.29. Defense Intelligence Agency (DIA) Publications. DIA issues instructions (DIAI), regulations (DIAR), manuals (DIAM), and guidance letters (DIAGL) that the Secretariat, Air Staff, MAJCOMs, and FOAs may supplement. HQ USAF/IN is the focal point for receiving, assigning action, and implementing these publications. AFIND 15, *Numerical Index of Specialized USAF Intelligence (USAFINTEL) Publications*, (formerly AFR 0-15), lists these publications.

2.30. Defense Information Systems Agency (DISA) Publications. DISA issues two types of publications--DISA Circulars (DISAC) and DISA Notices (DISAN). They are directive on Air Force activities operating and maintaining elements of the Defense Communications System and certain other communications facilities. DISAN 210-0-1 indexes them and outlines requisitioning procedures and other information.

2.31. Publications of the Army, Navy, and DLA. Usually, these activities issue publications as "joint departmental" publications (JDP). These publications may also be issued under procedures explained in paragraph 2.12.

2.32. Defense Mapping Agency (DMA) Publications. DMA issues instructions and manuals. If directive on Air Force activities requiring DMA products and services, index the documents in AFIND 4. AFI 14-205, *Requirements for Cartographic/Geodetic Products and Services*, (formerly AFR 96-3), lists DMA catalogs of cartographic products and instructions for ordering.

2.33. Department of Labor Publications on Occupational Safety and Health. The Department of Labor issues standards and other publications that implement the Occupational Safety and Health Act (OSHA). The Air Force maintains safety and health standards consistent with OSHA standards. Safety and Health offices requisition OSHA standards through the PDS. AFIND 17, *Air Force Occupational Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety and Health (OSHA), and National Institute for Occupational Safety and Health (NIOSH) Publications*, (formerly AFR 0-17), lists OSHA standards and other related publications. AFI 91-302, *Identifying Requirements for Obtaining and Using Cartographic and Geodetic Products and Services*, contains additional information on the Air Force's Occupational Safety and Health Program.

2.34. National Institute for Occupational Safety and Health (NIOSH) Publications. The Department of Health and Human Services issues NIOSH publications that are directive on the Air Force. AFIND 17 (formerly AFR 0-17) lists those currently in use within the Air Force and explains the basis of issue.

2.35. National Security Telecommunications and Information Systems Security Committee (NSTISSC) Publications. The NSTISSC issues instructions that are directive on the Air Force. HQ USAF/SC implements these directives as departmental publications in the 33 series--*Communications* (formerly 56 series).

2.36. Other Non-Air Force Documents and Directives. The policies and laws in the following documents may be implemented in either an Air Force Policy Directive or Air Force Instruction: Executive Orders; Public Laws; Federal Procurement Management Regulations (General Services Administration [GSA]); Federal Information Resources Management Regulations (GSA publication); Office of Management and Budget (OMB) Bulletins, Circulars, and Notices; GSA Federal Management Circulars and Notices; Environmental Protection Agency Regulations; and Department of Commerce Circulars, Bulletins, and Notices. An Air Force instruction must prescribe the use of other Federal agency publications that Air Force activities need for operation or information. Examples are publications issued by the Federal Aviation Administration, General Accounting Office, and Department of Health and Human Services. AFIND 4 indexes them. The Air Force OPR must send a functional statement to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, to obtain functional requirements.

Section I—Enforceability of Publications

2.37. Nature and Purpose of Punitive Publications. In some instances, the matter discussed in a publication is of such consequence that failure to adhere to its proscriptions or mandates should result in punitive sanctions under Article 92, or other articles, of the *Uniform Code of Military Justice* (UCMJ). To be lawful, a punitive publication must be reasonably in furtherance of, or connected to, military needs (promotes morale, discipline, and usefulness of command), specific as to time and place and definite and certain in describing the act or thing to be done or omitted, and not otherwise contrary to established law. Mandatory provisions place an affirmative duty upon an individual to do a certain act (e.g., lock a safe, follow a checklist, wear certain items, attend certain formations, etc.). Prohibitory provisions require that an individual not do something (e.g., enter a classified area, wear prohibited uniform combinations, drive in excess of a stated speed, etc.). The staff judge advocate should review any publication intended to be punitive, before issuance.

2.38. Structure of a Punitive Publication. Generally, for a publication to be punitive, it should place obligations on individuals. The purpose statement should specify clearly which parts of the publication contain punitive provisions; a service member should be able to tell by looking to the introductory provisions of a publication that it contains punitive provisions. Publications containing punitive provisions often provide information of a nonpunitive nature. Drafters should, therefore, identify clearly those portions which are punitive in nature, or place punitive provisions in a separate publication.

2.39. Specifying Punitive Portions in the Purpose Statement. A purpose statement clearly specifies which parts of a publication contain mandatory provisions and prohibitions enforceable against the individual. While such language standing alone in the purpose statement does not make a publication punitive, it becomes punitive when combined with punitive language in the body of the publication. It should be clear to what categories of people the punitive provisions apply; for instance, to all service members, or to all crewmembers, or to all persons driving automobiles on bases. Say in the purpose

statement that failure to observe the prohibitions and mandatory provisions in the publication is a violation of Article 92, UCMJ; or that noncompliance may result in punishment under Article 92, UCMJ.

2.40. Punitive Language. Most of the recommended language for use in publications does not readily place the reader on notice that the publication is punitive in nature. Mandatory language such as, "will," "will not," "shall," "shall not," "must," "must not," etc., should be used. Paragraphs containing mandatory provisions or prohibitions should state that a failure to obey is a violation of Article 92, UCMJ. This statement should accompany each mandatory provision or prohibition, or may, if clear, refer to a series of mandatory provisions or prohibitions listed within a specific paragraph.

2.41. Complying With Publications:

2.41.1. The Air Force expects its personnel (military and civilian) to comply with the requirements and standards in its publications. If the publication places a duty on the individual which is not discharged, some of the ways to enforce compliance are reflection of deficiencies in personnel ratings, recommendations, withholding of promotion, and other administrative actions; administrative reprimands, disciplinary actions, counseling, etc.; and court-martial or nonjudicial punishment under Article 92(3), UCMJ, for dereliction of duty. In some cases, violation of a publication may be punishable under another article; e.g., if a publication calls for a specified tire pressure and the service member overinflates or underinflates the tires, resulting in damage, this might be a basis for a charge of negligent damage of military property under Article 108, UCMJ.

2.41.2. Purpose statements will also include, as warranted, specific enforceability language directing compliance by civilian personnel, including description of the consequences of noncompliance.

2.41.3. A combined purpose statement could read as follows:

"This directive sets forth policies regarding protest or political activities of Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard. Failure to observe prohibitions and mandatory provisions of this directive in paragraphs 1, 17, and 32 by military personnel is a violation of Article 92, *Uniform Code of Military Justice*(UCMJ). Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws."

Section J—Issuing New Policy

2.42. Issuing a Message or Memorandum in Place of a Publication. A memorandum or message may be used to prescribe a new policy or procedure that affects many people when there is not enough time to process and distribute a publication. "New" means policy or procedure on a subject not previously printed in a publication (not an interim message change [IMC] or emergency message change [EMC]). Replace the memorandum or message by a printed or electronic publication as soon as possible, but not later than 120 calendar days after the date of the memorandum or message. It remains in effect, however, until rescinded, superseded, or replaced by a publication. To ensure conversion of policy memorandums to publications, project officers will include an expiration date on their memorandums.

Section K—Guidance for Recipients of Publications

2.43. Reporting Errors and Suggesting Revisions to Publications. Any Air Force member or employee may report errors or suggest revisions to standard publications and recommend corrective action to the OPR (through command functional channels), by using AF Form 847, **Recommendation for Change of Publication**.

2.44. Requesting a Waiver. When staff officials find that complying with a higher headquarters publication is impractical, due to unique local situations, they may request a waiver from the publication's OPR. To obtain a waiver, the requester submits a memorandum, through channels, to the OPR describing the specific requirement creating the problem. Each agency in the chain of command decides whether to approve or disapprove the request. If approved, the request is sent to the next level; if disapproved at any level, it is returned to the originator with the reasons for denial. A waiver remains in effect until the OPR cancels it in writing, or revises the publication. When the OPR revises the publication, the requester must renew the waiver.

NOTE: Waivers to 91-series instructions containing nuclear weapon system safety rules are not authorized. The Secretary of Defense approves safety rules for nuclear weapon systems on the condition that they not be changed without completing a lengthy study, coordination, and approval process. The change process is detailed in AFI 91-102, *Nuclear Weapon System Safety Studies, Operational Safety Reviews, and Safety Rules*.

Section L—Rescinding Standard Departmental Publications

2.45. How to Rescind a Departmental Publication. The OPR authorizes SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, to rescind a publication by preparing a memorandum requesting rescission, coordinating it with all interested staff offices, and having it signed by the designated certifying authority (or approval authority on directive publications). The OPR indicates on AF Form 1382, **Request for Review of Publication and/or Form(s)**, that the publication is to be rescinded and coordinates with staff offices affected by the rescission. If the publication prescribes a report, the OPR sends a copy of the request for rescission to the Information Reports Management and Control Office (IRMCO) SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610. If the publication prescribes forms or reports, list their status and state whether they should be rescinded or prescribed in another publication. If the publication is classified and not subject to automatic declassification, state whether it can be declassified before it is rescinded. If the publication implements a current DoD publication, state what other publication implements it and that two copies of the implementing document have been sent to the DoD OPR (AFI 37-160, volume 2).

Chapter 3

RESPONSIBILITIES OF PROPONENTS

Section A—Certification, Approval, and Authentication Criteria and Responsibilities

3.1. Certifying, Approving, and Authenticating Publications. These are separate and distinct actions. An individual who certifies the need for a particular publication does not have to be the same individual authorized to approve it.

3.1.1. Normally, the certifying official is a minimum of one organizational level above the OPR and certifies the need for the publication, to include currency of information, applicability to the Air Force, propriety of content, and ensures the publication is in good taste, by signing block 18, AF Form 673.

3.1.2. For departmental publications the approval authority is the Air Staff or Secretariat functional head as delegated by the Secretary of the Air Force and the Air Force Chief of Staff. Delegation is maintained in writing at SAF/AAIP. The responsibility for directive departmental publications cannot be further delegated. Approval in block 21, AF Form 673, verifies to the publishing activity that the publication is in consonance with Air Force Doctrine, existing law, and National, Department of Defense, and Air Force policy, and is approved for publication. The signature block (name, rank, and title) of the approval authority will appear on the final page of the publication.

3.1.2.1. Approving authorities must ensure their publications do not unnecessarily limit commanders' flexibility in carrying out their missions or impose overly restrictive requirements, and that they apply only to personnel under the control of the issuing headquarters or unit.

★3.1.2.2. Delegation of approving authority:

★3.1.2.2.1. Directive publications:

★3.1.2.2.1.1. For *new* directive publications, the 2-letter approving official *must* approve them the *first* time published. This authority *may not* be delegated.

★3.1.2.2.1.2. The minimum mandatory coordinations for all departmental publications, new and revised, are SAF/AAD, SAF/AAX, HQ USAF/SCEA, and HQ USAF/XOXD. If applicable, the following minimum mandatory coordinations also apply: HQ USAF/RE, HQ USAF/JA, NGB/CF, and SAF/GC (tables 3.1 and 3.2).

★3.1.2.2.1.3. Directive publications *may* prescribe forms and reports control symbol (RCS).

★3.1.2.2.1.4. Approving authority and functional coordination may be delegated for revisions of *existing* departmental publications. However, the minimum mandatory coordination **may not** be delegated, paragraph 3.1.2.2.1.2.

★3.1.2.2.1.5. The delegation of authority must be in writing, signed, and dated and must accompany the AF Form 673, **Request to Issue Publication**, and the revised draft.

★3.1.2.2.1.6. Upon revision, coordinate the revised portions of departmental publications with those organizations having a functional interest in the change (table 3.2). However, the minimum mandatory coordination **may not** be delegated, paragraph 3.1.2.2.1.2.

★3.1.2.3. Non-directive publications:

★3.1.2.3.1. Approving authority and functional coordination for new or revised nondirective publications *may* be delegated. However, the minimum mandatory coordination **may not** be delegated, paragraph 3.1.2.2.1.2.

★3.1.2.3.2. Nondirective publications **may not** prescribe forms or RCSs.

3.1.3. Authentication is the publishing activity's verification that the document being published is an authentic document. Publications management will maintain the AF Form 673 with an original ink signature of the approving authority in block 21. Also, place the correct authentication element or signature block on the publication.

3.1.4. Each MAJCOM (including NGB/CF and HQ AFRES) or FOA commander establishes certification and approval levels for MAJCOM or FOA publications. MAJCOM and FOA commanders may either establish levels for their field activities or authorize commanders of field activities to establish levels locally.

3.2. Responsibilities of Offices of Primary Responsibility (OPR). Each OPR originating a publication must:

- 3.2.1. Consult with publications management before publishing.
- 3.2.2. Make sure that its publications conform with requirements and standards of this volume.
 - 3.2.2.1. Is written simply and concisely, using short and familiar words and short sentences and paragraphs;
 - 3.2.2.2. Does not include information that conflicts with, belongs in, or duplicates another publication;
 - 3.2.2.3. Does not include information that could cause adverse public opinion of the Air Force;
 - 3.2.2.4. Does not include advertisements or material that imply in any way that the Air Force endorses, favors, or restricts the use of a commercial product, commodity, or service (paragraph 3.8);
 - 3.2.2.5. Is coordinated with all offices having a functional interest; and
 - 3.2.2.6. Conforms with AFI 37-120, *Federal Register*, for publishing in the Federal Register; AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, when the publication prescribes a report; with AFI 37-131, *Freedom of Information Act Program*, for Freedom of Information Act; and AFI 37-132, *Air Force Privacy Act Program*, for Privacy Act.
- 3.2.3. Keep its existing publications and prescribed forms current. Promptly rescind those publications and forms no longer needed.
- 3.2.4. Tell SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, via AF Form 1382, when transferring responsibility for a departmental publication to another OPR.
- 3.2.5. Keep record sets according to paragraph 4.8 for standard publications, and paragraph 4.9 for specialized publications. This applies to OPRs for departmental publications, whether at Secretariat, Air Staff, MAJCOM, or FOA level.

3.3. Transfer of Responsibilities for a Publication. When an OPR transfers responsibility for developing or approving a departmental publication, the transferring official must notify by AF Form 1378 to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, and transfer the record set of the publication to the new OPR.

Section B—Planning and Developing Publications

3.4. Organizing the Material.

- 3.4.1. Writing Styles. Make the style of a publication appropriate for the user and for the purpose intended. Writing styles depend on whether the information being presented is directive or informational. The differences are discussed below:
 - 3.4.1.1. Mood, Tense, and Voice. The imperative mood ("do"), the future tense ("will"), and the word "must" are the language of command. Since they indicate no choice of action, use them in publications that are directive and those that prescribe procedures. Use "can" and "may" to permit a choice and express a guideline. "Should" is advisory and indicates a desirable procedure. The present tense ("does" and "is") is descriptive rather than directive. Use it to explain standard practice.
 - 3.4.1.2. Personal Pronouns. Second person pronouns ("we," and "you") are acceptable in directive, doctrinal, training, informational publications, and pamphlets. Third person singular pronouns ("he" or "she") must meet neutral language requirements.
 - 3.4.1.3. Gender-Neutral Language. Comply with equal employment opportunity policy and prevent possible sex discrimination or perceptions thereof by avoiding sexually specific language, particularly in personnel publications; e.g., use "spouse" instead of "husband" or "wife" and "he or she" instead of "he." Rewriting a sentence frequently eliminates the need for repetitive "he or she;" e.g., "Information managers complete their training" rather than "the information manager completes his or her training." Writers will also find words such as "the" and "a" helpful. Of course, there will be times when "he or she" and "his or her" will be necessary, but creative writing eliminates unnecessary repetition.
 - 3.4.2. Using an Outline. Use an outline to arrange the material in logical order, use descriptive titles for main parts of the publication, and the organizational elements (figure 3.1) to identify the elements (parts, chapters, sections, and paragraphs). When chapters are short, make them sections. Use volumes to publish a large amount of related information. Volumes are two or more publications with the same series and control number, plus a volume number; e.g., volume 1, volume 2. When issuing a publication in volumes, a number (volume 1, 2, etc.) and title are assigned to each volume. Do not publish one segment under the basic publication title (AFI 37-160), and one segment as AFI 37-160, volume 1. Rather, issue them as AFI 37-160, volume 1, and AFI 37-160, volume 2.
- Only these elements and their identifying numbers are authorized for use in standard publications.

Figure 3.1. Elements of a Publication.Division or Identification

Division or Part	Identification
<i>Volumes</i>	Number consecutively, using Arabic numerals; e.g., Volume 1, Volume 2.
<i>Parts</i>	Number consecutively, using Arabic numerals; e.g., Part 1, Part 2.
<i>Chapters</i>	Number consecutively throughout the publication, using Arabic numerals; e.g., Chapter 1, Chapter 2.
<i>Sections</i>	Use capital letters in alphabetic order; e.g., Section A, Section B, etc., throughout the publication or within each chapter.
<i>Paragraphs</i>	Number consecutively throughout the publication, using Arabic numerals; e.g., 1, 2, etc. If the publication is divided into chapters, use a two-part Arabic numeral. The first numeral represents the chapter, the second represents the numerical sequence of the paragraph within the chapter; e.g., 1.1, 1.2 for the first chapter; 2.1, 2.2, for the second chapter. If only in sections, begin with 1 and number sequentially throughout the body. Do not begin resequencing in the next section. <i>EXCEPTION:</i> AFPDs will use a two-part number; e.g., 1.1, 1.2, although they only have a single chapter or section.
<i>Subparagraphs</i>	Use Arabic numerals in sequence, separated by periods, progressing from the main paragraph number. NOTE: These examples are for a publication in chapters. Use: 1.1.1. for the first subparagraph. 1.1.1.1. for the first paragraph under the first subparagraph. 1.1.1.1.1. for the first paragraph under the first subparagraph, etc..
<i>Attachments</i>	Use Arabic numerals--Attachment 1, Attachment 2, Attachment 3, etc., in sequence. Paragraphs in attachments will take its first number from the number of the attachments; e.g., Attachment 3 would have as paragraphs A3.1, A3.2, A3.3, etc.
<i>Figures</i>	Use: Arabic numerals--Figure 1, Figure 2, Figure 3, etc., consecutively in publications without chapters. Two-part Arabic numerals in publications with chapters, the first number identifies the chapter, and the second number identifies the figure sequence number within the attachment; e.g., Figure A1.1, Figure A1.2, Figure A1.3, etc., for figures in attachment 1; and Figure A2.1, Figure A2.2, Figure A2.3, etc., for figures in attachment 2.
<i>Tables</i>	Follow the applications specified for figures.

3.4.3. Developing Supplements. When developing a supplement, arrange the material according to the basic publication. Add information or instructions by identifying specific paragraphs of the basic publication. See paragraph 3.62 for additional guidance.

3.4.4. Basic Organization. Use the paragraph as the basic element to organize as simply as possible. The use of other elements depends on the length and complexity of the text. If several paragraphs cover the same general subject, group them under a separate section. For more complex material, group sections under chapters and chapters under parts. A publication cannot have a single section, chapter, or part. Use a paragraph title for each main paragraph. Titles are optional for subparagraphs; however, be consistent. If any subparagraphs of a paragraph have titles, they must all have titles at that level. Use attachments for material not immediately needed to understand the text. This includes subject indexes, bibliographies, glossaries, lists, and form memorandums. Refer to each attachment in the text in numerical sequence.

3.5. Writing the Draft. (See attachment 3 for additional information.) The purpose of the publication governs its style; e.g., a new or revised publication to encourage service personnel to make a will should be written in a conversational style, but one that sets up a recurring report should be more formal. For a supplement, follow the style of the basic publication. Use language that is familiar to intended readers. Choose plain, simple, short words. When coined, foreign, or unfamiliar words are used, explain the meaning the first time used or explain them in a terms-explained paragraph or glossary. List terms alphabetically. Avoid abstract words and terms. Write short sentences and paragraphs. Use personal pronouns, but avoid sex distinctions. Use the active voice, rather than the passive; e.g., say "The personnel officer prepares the report" instead of "The report will be prepared by the personnel officer." Avoid ambiguous language. Either give readers a choice of action or state whether compliance is mandatory.

3.6. Using Proper Terms in Publications. Do not use terms, illustrations, and titles in an Air Force publication when they could discredit the Air Force or subject it to public ridicule or may offend readers of either sex or of any race, age group,

religion, political affiliation, or nationality. A policy or procedure may appear neutral, yet contain misleading or offensive language. Do not use terms that show obsolete, stereotyped roles of personnel in the work force. Illustrations of people at work should show the career field as it exists; e.g., use illustrations showing both women and men as commanders, aircrew members, mechanics, office workers, and technicians. Do not use terms in Air Force publications that are joke or gag names for persons, bases, or office designations. Names usually appear in sample forms, formats, and memorandums. Instead of using an unusual name, use a common one. In referring to the location of an activity, use the actual name of an Air Force base, including State and ZIP Code. The activity mentioned need not exist at the base. Avoid terms that are not interchangeable. In standard publications, use official military titles (major, colonel, etc.) rather than pay grades to refer to military personnel. Use military pay grades (O-6, E-5, etc.) only when referring to the military pay system. Do not use terms that are demeaning. Use the term "family member" or "spouse" instead of "dependent," if legally acceptable. You may use "dependent" to define some benefits and entitlements established by statute or policy. When there is no legal effect, change the term "dependent" to "family member" or "spouse." Avoid terms that may be misleading. Use the title "Ms" with the surname when the marital status of a woman addressee is unknown. If there is an indicated preference for "Miss" or "Mrs," use that title.

3.7. Copyrighted and Contributed or Loaned Material. Copyrighted material, or material contributed or loaned by nongovernment sources can be used in a publication. However, first obtain the required copyright release or author's permission. It is unnecessary to obtain new copyright releases for each publication. Sample formats at figure 3.2 and figure 3.3 show how to obtain permission to publish voluntarily submitted manuscripts, and how to request permission to use copyrighted materials free. To show the presence of copyrighted material in a draft:

3.7.1. Indicate in block 16 on AF Form 673 that the draft contains copyrighted or loaned material.

3.7.2. At the bottom of the title page, centered below all other information, place this statement in bold upper case letters: **THIS PUBLICATION CONTAINS COPY-RIGHTED MATERIAL.**

3.7.3. In the text, place an asterisk at the beginning of the copyrighted material. In a footnote on the same page (or below a figure), show the name of the copyrighted work, the year the work was first published, the copyright symbol ©, and the name of the owner of the copyrighted work (the name on the copyright release). See figure 3.4 for sample footnotes.

3.8. Trade Names. When using a trade name or mark of a commercial manufacturer or service to clarify the text, include the following disclaimer as the last sentence in the publication's purpose statement: "The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force." A trade name is simply the name of the commercial enterprise, such as the XYZ Company, and needs no special treatment in the text. Each use of a trademark, however, should be distinguished as by quotations or preferably by using all capital letters, and the first use should be followed by an acknowledgment in the text or in a footnote such as "a trademark of the XYZ Company."

3.9. Overly Restrictive Delegations or Overly Broad Requirements. Air Force publications must not impose overly restrictive requirements. This means a publication must not:

3.9.1. Overly restrict delegation of authority. If a publication states that commanders take certain action, they may delegate the action unless the publication or related laws or directives states that they must do it personally. Such restrictions should be imposed only when there is a legal, financial, or other reason for the commander (or other official) to act personally. When the requirement cannot be avoided, use phrases such as "the commander (vice commander or other official) must personally. . ." or "this authority must not be delegated."

3.9.2. Impose unnecessarily broad taskings or requirements on activities and installations. Such taskings may create hardships at geographically separated units and remote locations with a small staff. If some units (or not at all) need not comply with some requirements, particularly those that create committees or boards, state these exceptions in the publication.

3.9.3. Specify that a function be performed as an additional duty, or that a military member of a certain minimum grade or range of grades must perform a duty, unless legal requirements or other DoD or Air Force publications require such senior taskings. Commanders must be able to manage essential functions, assign additional duties, and decide which personnel they will use to get the job done.

3.10. Duplication in Air Force Publications. Do not include information that is in or should be in another publication. Instead, use cross references or issue a revision to the publication; e.g., publish revisions for disposing of documentation in AFMAN 37-139, *Disposition of Air Force Records--Records Disposition Schedules* (formerly AFR 4-20, volume 2). Repeating a few sentences or words to prevent excessive cross references is acceptable. Do not include a large number of extracts from other Air Force publications, because extracts must be updated when source publications change. However, the use of extracts in publications to support formal Air Force training courses is permissible.

3.11. Illustrator's Signatures, Courtesy Credit Lines, and Bylines. *Government Printing and Binding Regulations* (Senate Publication 101-9) requirements are as follows:

3.11.1. Art Signatures. When the size of signatures on freehand art is out of proportion or relation to the design, the copy is unacceptable and will not be printed unless the signature is removed or sufficiently reduced in size. Signatures of technical illustrators, designers, typographers, or layout artists will not be printed.

3.11.2. Courtesy Credit Lines. Courtesy credit lines are permissible only for uncopyrighted materials contributed or loaned by nongovernmental parties. They will be subordinate in size of type to that of both text and legends for illustrations. When all materials come from a single nongovernment source, credit lines will be given only in an undisplayed paragraph. Do not give courtesy credit for materials purchased by the Air Force. This rule does not apply to notice of copyrights when a license to copyrighted material has been purchased.

3.11.3. Publication Bylines. Government personnel preparing material for standard publications must not use bylines. For other types of publications, the use of bylines for writers and photographers depends on their editorial responsibility and the publications' contents. Follow these rules for bylines: When both article and photographs are by the same person, state "Text and photographs by (name)." When all photographs in an article are by the same photographer, place the byline at the beginning or end of the article, not beside each photograph. When photographs are by several persons, place the byline under each photograph in type smaller than the text.

3.12. Directing Issuance of Orders. Do not direct in a publication that orders must be issued unless there is a legal need or higher headquarters requires it.

3.13. Effect of the Privacy Act of 1974 (Title 5, United States Code (U.S.C.) Section 552a) on Publications.

3.13.1. Each Air Force publication that provides for or requires that the Air Force collect or maintain personal information in a Privacy Act system of records to be retrieved by personal identifier, will contain a Privacy Act (PA) warning statement. This warning will also be included in all publications that direct collection of the social security number from the individual. The warning statement should cite legal authority, system of records number, and title (if applicable). The following is a sample warning statement:

"This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are (*U.S.C. cite*) and or Executive Order (*number*). Forms affected by the Privacy Act have an appropriate Privacy Act Statement. System of records notice (*number and title*) applies.

Consult AFI 37-132 for further guidance on Privacy Act Statements.

3.13.2. The OPR must coordinate with the Access Program Manager, SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610; and HQ USAF/JAC, 1420 Air Force Pentagon, Washington DC 20330-1420, on all affected publications.

3.14. Effect of the Paperwork Reduction Act (Title 44, U.S.C., Chapter 35) on Publications.

3.14.1. Each Air Force publication that authorizes collecting information internal or external to the Air Force is subject to the Paperwork Reduction Act generally must be properly licensed with the proper control number. This includes information requirements developed in support of all management functions, unless excluded in AFI 37-124, and includes information collected to satisfy statutory, congressional, and other interagency-imposed information requirements; the collection of information from sources external to the Federal Government; and information collected internally within the Air Force.

3.14.2. Information collections are defined as data or information used in determining policy; planning, controlling, and evaluating operations and performance; making administrative determinations; or preparing other reports.

3.14.3. An internal information requirement must be licensed with a Report Control Symbol (RCS) number. Include the RCS number in the directive that requires the information and indicate the emergency status and precedence code to serve as a guide for reporting under emergency conditions. Specify whether respondents should transmit the report during periods of MINIMIZE if the information can be sent by message (AFI 37-124). (See also *Allied Communications Publication (ACP) 121, US Supplement 1*, for policy on MINIMIZE.)

3.14.4. An external information requirement must be licensed either by an OMB approval number or an Interagency Report Control Number (IRCN) assigned by GSA. Reference these control numbers in the paragraphs that refer to the information collections. If the publication requests information from the public, OMB must approve and license that collection. If the publication requests information from other departments of the Federal Government (or vice versa), GSA licenses that information collection (AFI 37-124).

3.14.5. The OPR must coordinate with the Air Force Information Management Control Officer (IMCO), SAF/AAIQ, 1620 Air Force Pentagon, Washington DC 20330-1620, for departmental publications that collect information that require licensing according to AFI 37-124.

3.14.6. When using forms, formats, or form memorandums to collect information internal or external to the Air Force, coordinate them with SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, for departmental forms; and the IMCO at SAF/AAIQ, 1620 Air Force Pentagon, Washington DC 20330-1620.

3.15. Publication in the *Federal Register* of Proposed and Adopted Publications Affecting the Public. A publication that affects the public, or will require public compliance, must be published in the *Federal Register* as prescribed by 5 U.S.C. 552 and 553. AFI 37-120, *Federal Register*, explains the policy, requirements, and procedures. Coordinate these publications with SAF/AAIQ, 1620 Air Force Pentagon, Washington DC 20330-1620. If the publication will be published in the *Federal Register* as a proposed rule to allow the public to comment on it, send two draft copies to SAF/AAIQ after completing coordination. If the publication will be published in the *Federal Register* only as information for the public after issue by the Air Force, send two copies (one published copy and one double-spaced copy) to SAF/AAIQ, 1620 Air Force Pentagon, Washington DC 20330-1620.

3.16. Developing or Printing Air Force Publications by Contract. *Government Printing and Binding Regulations* (Senate Publication 101-9), at paragraph 35-1, restricts contracting for printing equipment and services. When OPRs use Air Force appropriated funds to pay private publishers to create information for publication, private publishers cannot do the initial composition or printing. OPRs may procure writing, editing, and preparation of a draft or illustrations from contractors. This includes incidental printing needed to respond to the terms of the contract. Before entering into a contract to develop standard publications or illustrations, SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, must review the terms of the contract to ensure it meets the requirements of this volume. When OPRs contract for publications development, the responsibility for content, coordination, and final approval remains with the Air Force OPR. The title page footnote entries must show the Air Force FAS and names of Air Force OPRs and not contractor personnel. SAF/AAIP will work only with Air Force OPRs, not contractors.

3.17. Reserving Portions of a Publication. In standard departmental publications, do not reserve pages for chapters, paragraphs, etc., for future use or for commands to supplement. Reserving portions wastes paper, confuses the users, and increases publication costs. When a publication has a table of contents, OPRs can reserve chapters and sections in the table of contents only.

3.18. Using Abbreviations and Acronyms. The first time an abbreviation or acronym is used in a publication, show the word or phrase followed by its abbreviation or acronym in parentheses. Use abbreviations and acronyms only to avoid frequently repeating a word or phrase. In a lengthy publication, repeat the meaning of abbreviations and acronyms every 30 to 40 pages. If more than 15 abbreviations and acronyms are used, show them in a glossary as an attachment.

3.19. Using Approved Terminology. Use terms and definitions that have been approved for Department of Defense (DoD) or US Air Force. Primary sources of terms for use in official US Air Force publications are Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*, and AFM 11-1, *Air Force Glossary of Standardized Terms*. (

NOTE: Terms defined in Joint Publication 1-02 are not repeated in AFM 11-1. All DoD components must use definitions for those terms identified as approved for DoD without change unless a distinctly different context or application is intended.) Refer terminology questions to HQ USAF/XOXD, 1480 Air Force Pentagon, Washington DC 20330-1480.

3.20. Citing References.

3.20.1. Limit the use of references. When citing a reference, tell readers why the referenced information is needed, unless the reason is obvious. Do not refer to field (subordinate level) publications or forms in departmental publications, or use indefinite references. References such as “in current directives,” “contained in existing instructions,” and “as prescribed in pertinent publications” are vague and of little use. Refer only to other publications the reader must use or are authorized; e.g., the following should not be referenced: a publication with a special distribution, a nonindexed or non-Air Force publication, unless readers are given the source of availability, or a classified publication with a specific distribution imposed by special-access programs or other security constraints (see also attachment 3). *NOTE:* List *all* references cited in the publication in the glossary entitled *Glossary of References, Abbreviations, Acronyms, and Terms*, attachment 1, *References*. If references impact the publication that are *not* cited in the body of the publication, OPRs must list them in the glossary as *Significant References*. Do not duplicate references in “significant references” that are listed in “references.”

3.20.2. When Executive orders, Public Laws, or other statutes have already been implemented by a DoD issuance, use the DoD issuance as the reference citation; e.g., use DoD Directive 5400.7, *DoD Freedom of Information Act Program*, May 13, 1988, rather than Section 552 of Title 5, United States Code or Public Law 93-502. *NOTE:* A DoD issuance is defined as DoD

Directives (DODD), DoD Instructions (DODI), DoD publications, and their changes.) However, when a specific statute is directly implemented by an Air Force publication, it must be cited. Use a Public Law citation or a codified citation (United States Code); e.g., use Public Law 98-191, *Office of Federal Procurement Policy Act Amendments of 1983*, December 1, 1983, or Sections 401-420 of Title 41, United States Code. Proper statutory authority may be verified by staff judge advocate activities during the draft coordination phase of the publication. See attachment 4 for style and format of reference citation frequently used.

3.20.3. Cite references as follows: To refer to a subparagraph within the same main paragraph, cite only the portions needed for clarity; e.g., to refer to the following subparagraph, say: “3.16.2.1,”--to a subparagraph in 3.16.2: “3.16.2.5.” Omit the word “subparagraph” in reference, and do not use “above” or “below.” To refer to another main paragraph, chapter, section, or part within the same publication, place the reference in parentheses or within a sentence; e.g., (paragraph 8.5.2.2); (chapter 25); (note 3); (figure 8.1); (figure A3.1); (attachment 1). To refer to another Air Force publication, cite the number and the title; e.g., “AFI 37-101. *Title of Publication*.” Omit the date, and use the title only if it clarifies the text. List related publications in a paragraph or attachment. Refer to a form for the first time, by citing the form number and title; e.g., AF Form 673, **Request To Issue Publication**, after that, cite only the form designation and number. To cite a form in the title of a publication or in the title of a part, chapter, section, or paragraph, see paragraph 3.31. To refer to figures, tables, and attachments, always cite the number in numerical sequence; e.g., figure 1.2., figure 1.3.; table 2, table 3; and attachment 12, attachment 13; etc. To refer to legal papers or works, check with the local staff judge advocate. To refer to a report, cite the number and then the title (e.g., RCS: SAF-AAI(A)9201), *Title of Report*. Set the title in italics. After that, refer to it by number or as the report. To cite a report in the title of a publication or in a part, chapter, section, or paragraph, see paragraph 3.32.

3.20.4. When citing DoD publications in Air Force publications, do not reference a DoD directive or instruction in an Air Force publication, unless there is *no* Air Force implementing directive. Refer to the Air Force publication that implemented it; or extract and paraphrase the information for inclusion in the Air Force publication (see AFI 37-160, volume 2). Refer to a DoD manual, regulation, catalog, handbook, list, guide, plan, directory, or a miscellaneous DoD publication by citing the type of publication exactly as referred to by DoD; e.g., DoD 7110.1-M, *Department of Defense Budget Guidance Manual*, May 1990. When a DoD regulation or manual is supplemented by the Air Force through a combined publication or page insert, cite both the DoD number and Air Force supplement designation; e.g., DoD 5200.1-R/Air Force Supplement; DoD 5220.22-R/Air Force Supplement; etc. (See paragraph 2.10.6 on numbering Air Force supplements.)

NOTE: AFIND 4 shows, after the title, the DoD publication that the Air Force publication supplements. For further guidance, see AFI 37-160, volume 2.

3.21. Using Notes, Footnotes, and Endnotes. Use a note within a paragraph to explain a word or statement. If a note pertains to the entire page, place it, flush left, at the bottom of the page; otherwise, insert it in the applicable paragraph as a run-in note. Make the word “note” bold and in upper case italics, followed by a colon; e.g.,

NOTE: Use a footnote or endnote to give credit for a legal cite, copyrighted, or quoted material, or explain in a statement in the text. Identify the footnote or endnote by an Arabic superscript number or asterisk. Place the footnote at the bottom of the page that contains the reference. Separate it from the text by a hairline. Place the endnotes at the end of the body of the publication, before the attachments.

3.22. Using Decision Logic Tables (DLT) or Specified Action Tables (SAT). For departmental publications, use these tables to clarify procedures in a publication for ease of use. See AFI 37-160, volume 5, *The Air Force Publications and Forms Management Programs--Guide for Proponents of Air Force Publications*, for guidance. To help users view DLTs and SATs on a video screen, use “portrait” orientation.

3.23. Using Forewords. A publication may have a foreword to provide a personal message from a proponent. Limit the foreword to one page, if possible. Do not repeat the wording in the purpose statement. Do not number the page. Because a foreword precedes the title (first) page, the printed publication must have a cover--ordinarily of the same weight paper as the rest of the publication. Not all forewords are signed. **EXCEPTION:** AFPDs do not have forewords.

3.24. Understandable Publications. A well-prepared publication has all its required parts, fully meets the prescribed format standards, and is written according to the basic principles of good writing. Its requirements and procedures are clearly and precisely written to eliminate vagueness or ambiguity (see AFI 37-160, volume 5, attachment 6, for simpler words and phrases). It is written so all users can easily understand it. If readers cannot understand the publication, they may not follow instructions, or they may do the wrong thing. The results can be lost time, wasted resources, and an unsuccessful mission. Write in plain English and comply with the plain English standards. Use clear and simple words; avoid abstract or technical

words and jargon. Write in the active voice. Write clear, grammatical sentences that are about 20 words long. Use the same tense, person, and voice consistently throughout a paragraph. Present the material in a logical, orderly sequence. Keep the organization simple. Avoid complicated subparagraphs; convert them to main paragraphs. Write clear and descriptive multiword titles for figures, paragraphs, chapters, etc.

3.25. Improving Readability. Replace multisyllable words with shorter words (preferably one-syllable words). The secret of good writing is good communication. AFI 37-160, volume 5, attachment 6, lists some simpler words and phrases. Rewrite the publication--do not expect the first or second draft to be the final one. Even skilled writers prepare several drafts.

3.26. Definition of New and Revised Publications. A new publication is one never printed before and does not supersede or change an existing publication. A revised publication supersedes or changes a previous edition, related publications, or portions of related publications. (Only OPRs may supersede portions of publications that they issue.) The revised publication bears a new date and includes a supersession footnote on the title page. A revision automatically supersedes the previous edition, including message, and letter changes.

3.27. When To Revise a Publication. Departmental directive publications will be revised--not changed--when added or different material is needed. Do not revise a publication merely to update FASs, organizational titles, distribution lists, series numbers and titles, signature elements, or references (unless these items cause significant problems).

3.28. Selecting a Series Number. Identify each standard publication (paragraph 2.4) with one of the series numbers in AFI 37-160, volume 6, *The Air Force Publications and Forms Management Programs--Numbering Publications*. If a publication is new, select the series that most closely describes the function. If it is a revision, it usually bears the same series number as the one it supersedes. SAF/AAIP assigns the control number. Place the series number and title on covers (if used) and on the first page of publications.

Section C—Publication Procedures

3.29. Planning and Research. If the publication is lengthy or complex, contact SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, for guidance. Conduct in-depth research, as necessary. Inadequate research could result in issuing more than one publication on the same subject, issuing conflicting instructions, or publishing a nonessential or an incomplete publication. Be thorough when revising or changing a publication. Read each word carefully. Do not presume all provisions are current, particularly in publications several years old. Review indexes (AFIND) to find out if any other publication has a similar subject. If there is a related publication, consider consolidating it. Review related field publications, if revising a publication. Add all suitable information to reduce or delete the need for supplements. Send copies to users who must comply with the publication for comments.

3.30. Determining Distribution.

3.30.1. Functional (F) Distribution. The Air Force uses the F method of distribution for most publications. Under this system, the *Air Force Publishing Bulletin* (AFPB) carries the functional statement to alert intended users that a publication is being processed. The OPR prepares a functional statement for a new publication; for a revision of a classified publication more than 1 year old; when the intended audience of the publication changes; or when a single publication combines two or more publications. Include in the functional statement the publication's purpose; any higher-headquarters publication implemented; organizational levels that must use it; any publications it supersedes; type of distribution; and OPR FAS. A typical functional statement is:

AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, gives the procedures for developing and revising Air Force publications. It applies to all Air Force personnel who prepare, manage, review, certify, approve, or use publications. It supersedes AFI 37-160, volume 1, 30 November 1993. Distr: F. OPR: SAF/AAIP.

Send the statement to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, as soon as possible. It takes 6 to 8 weeks to obtain worldwide consolidated requirements for departmental publications. The statement is issued in the AFBP early in the publishing process to avoid a delay in distribution. Affected organizations submit requirements through their PDOs.

3.30.2. Special (X) Distribution. If the publication receives X distribution or is a supplement with a classification different from the basic publication, contact SAF/AAIP for instructions. X distribution may be used for automatic data processing system (ADPS) publications. If X distribution is used, the OPR will stock and issue all extra copies of the publication, once initial distribution is made. PDOs will not order copies of X distribution publications for their customers.

3.30.3. Limited (L) Distribution. Use L distribution to issue ADPS publications. The ADPS manager approves or disapproves all non-DoD requests for an L-distribution publication. Identify an L-distribution publication by the following statement at the top of the title page: "Distribution Limited to DoD--Refer Other Requests To The ADPS Manager." The distribution statement in the title page footnote must show the ADPS manager's FAS; e.g., "Distribution: L (ADPS Manager: SSC/SCD)."

3.30.4. Public or Foreign Distribution . Determine if an unclassified publication should be made available for public or foreign distribution under the International Exchange Program. See AFI 37-162, *Managing the Processes of Printing, Duplicating and Copying*; and AFI 61-204, *Controlling the Distribution of Classified and Unclassified Scientific and Technical Information* (formerly AFR 83-3), for distribution-limitation statements that prohibit distribution of a publication.

3.30.5. Sale to the Public. Use GPO Form 3868, **Notification of Intent to Publish**, if the publication is placed on sale to the public. This form notifies the Government Printing Office Superintendent of Documents. All information on the form must be complete and accurate so that the Superintendent of Documents can determine whether there is enough public interest to warrant placing it on sale.

3.31. Prescribing or Adopting Forms. Identify a form in the publication title if the main purpose of the directive is to prescribe the form; e.g., *Preparation and Use of AF Form 96, Passenger Manifest*. If the form and procedure it supports are minor elements of the publication, identify the form in the title of the paragraph, section, chapter, or part where it is prescribed. In the text, explain who completes the form, number of copies needed, what to do with each copy, and how to process the form (AFI 37-160, volume 8, *The Air Force Publications and Forms Management Programs--Developing and Processing Forms*). This information, plus samples and examples, may be placed in pamphlets as long as a directive prescribes the form itself. If the publication prescribes forms, allow enough time to design, reproduce, and distribute the form. It may take longer to produce a form than its prescribing directive. Forms must be in place before the supported procedures can be implemented. Contact SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, for departmental forms as soon as the need for a new or revised form is known. List in the table of contents the forms the directive prescribes as follows: designation (AF, DD, SF, OF, etc.) in numerical sequence within each category, number, and title. Show (PA) after the title to indicate form is subject to the Privacy Act; indicate (Safeguard) or (Accountable) if appropriate; the main paragraph and page number where the publication tells how to use and prepare the form. When a directive does not have a table of contents, list prescribed forms in the last paragraph of the publication. Review AFI 37-160, volume 8, if prescribing or adopting forms.

3.31.1. In each volume of a directive, list the forms it prescribes. If two or more volumes of a directive prescribe the same form, include it in each volume's list of forms.

3.31.2. If a revision to a directive prescribes a new form or makes an existing form obsolete, change the list of forms prescribed.

3.31.3. In a supplement, list the forms the supplement prescribes. Listing forms that the basic publication prescribes is optional.

3.31.4. When a form is prescribed for Air Force use and available through publication distribution channels, do not illustrate it if it is simple in design and required entries are clear. If a form or its instructions are complex and could be misunderstood, illustrate it with sample entries. Sample completed forms may also be illustrated to reduce the need for detailed narrative instructions. When a form is adopted for Air Force use and not available through publications distribution channels, include the complete address for the source in parentheses after the title.

3.32. Prescribing Reports. Identify a report in the publication title if the main purpose of the publication is to prescribe the report; e.g., RCS: SAF-AAI(M)9201, *Title of the Report*. If the report is a minor element of the publication, identify the RCS number and title in the title of the paragraph, section, etc. Coordinate with the Air Force IMCO, SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610, for departmental reports, as soon as the need for the report is known. The report must be approved and licensed according to AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, before publication. Because pamphlets are nondirective in nature, do not use them to prescribe reports.

3.33. Identifying Suspenses. Consider emphasizing suspenses, especially if the publication requires many actions at required times. Consolidating these requirements in a table or single paragraph is useful to people implementing the procedures.

3.34. Selecting a Title. When developing a new publication, select a meaningful title and express it in a few words--no more than 10, if possible. Use only commonly known abbreviations, such as "US." Use terms such as "handbook," "guide," and "book" in a title for that type of publication (paragraph 2.2). If the main purpose of the directive is to prescribe a form or report, see paragraphs 3.31 and 3.32 for instructions.

3.35. Writing the Purpose Statement. Write a purpose statement (mandatory for AFPDs [see attachment 2 for specific guidance on writing the purpose statement for AFPDs], instructions, mission directives, manuals, and operating instructions, and optional for other standard publications) as concisely as possible, explaining what the publication covers; who must comply with it; e.g., all installation commanders, all Air Force military and civilian personnel (including or excluding the Air Force Reserve or Air National Guard Units and members); and if the publication implements a DoD or other Federal publication. If implementing a DoD publication, show the type implemented after “DoD” and then show the number, title, and date. If the publication contains material that relates to an Occupational Safety and Health Act (OSHA) standard, include “This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) standards or Department of Labor Occupational Safety and Health Act (OSHA) standard (or standards) (number).” If the publication contains material that will be specifically enforced as to military and civilian personnel (chapter 2, section I), explain that failure to comply with such material is a punishable as a violation of Article 92, UCMJ (see paragraph 2.39), or the consequences of noncompliance for civilian personnel (see paragraph 2.42). If the publication is subject to the Privacy Act of 1974, indicate that fact. Indicate if the publication does not apply to the Air National Guard or US Air Force Reserve (paragraphs 2.22 through 2.25). Indicate whether a command supplement should be sent to the higher headquarters functional OPR before printing. Closely coordinate purpose statements with SAF/GC, HQ USAF/JAG or servicing staff judge advocates.

3.36. Summary of Revisions. A “*Summary of Revisions*” is mandatory for all revised departmental publications, including Headquarters United States Air Force Operating Instructions (AFHOI). It helps orient readers to matters that are different from the previous edition, and is a central and consistent place in a publication where that type of information may be found. The summary identifies major changes by citing the paragraphs, sections, figures, tables, attachments, or chapters in which they appear. Also, cite new, revised, or obsolete forms, and new, revised, or rescinded recurring reports. Place the summary immediately after the purpose paragraph. As the last sentence, state: “A ★ indicates revisions from the previous edition.”

3.37. Tables of Contents. Include the exact title of each part, chapter, section, main paragraph, prescribed form, figure, table, and attachment (listed in that order). Do not list the attachments’ figures and tables. Use only paragraph numbers for text items in the table of contents; use only page numbers for figures, tables, and attachments. Do not use “table of contents” or “contents” to head the table. If the publication has no table of contents, list attachments on the signature page. Change chapters to sections in a short publication that does not have a table of contents.

3.38. Specifications for Title Page Footnotes. Departmental publications will use the following standards (do not show telephone numbers in *departmental* publications).

NOTE: MAJCOMs and FOAs that develop departmental publications will show the OPR and certified-by lines in the following formats:

3.38.1 OPR and certifying authority at the Secretariat or Air Staff:

OPR: SAF/AAIP (Lt Col Victoria A. Moore)

Certified by: SAF/AAI (Col Edward A. Pardini)

3.38.2. OPR at MAJCOM or FOA; certifying authority at the Secretariat or Air Staff:

OPR: HQ AFMPC/DPXX (Capt James T. Smithson)

Certified by: HQ USAF/DPX (Maj Gen Fred A. Miller)

3.39. Paper To Use. For departmental publications, type the draft, double spaced, on recyclable plain white or computer paper. If using continuous-feed computer paper, burst the draft before submitting it for publishing. Use only one side of the page. Before sending a manuscript of a departmental publication or AFHOI to SAF/AAIP for writing service, prepare it as follows: Use 8- by 11-inch paper. Leave 1-inch margins--both sides, top, and bottom. Type on one side of the page and double space. Be sure the print is legible.

3.40. Using Illustrations:

3.40.1. Requirements of *Government Printing and Binding Regulations* (Senate Publication 101-9), at paragraph 19, are as follows: Use illustrations only when they relate to Air Force business and are in the public interest; relate directly to the subject matter and are necessary to explain the text; do not aggrandize any individual; are in good taste and do not offend proper sensibilities; are restrictive to the smallest size necessary to accomplish the purpose; and illustrate employees actually engaged in an act or service related to their duties.

3.40.2. Cite all illustrations in the text. Place a figure or table as close to the first paragraph that refers to it, or place at the end of a chapter. Follow the formats in AFMAN 37-126, *Preparing Official Communications*, for sample memoranda shown as figures in a publication. If the publication prescribes or adopts a form that is complex or difficult to complete, use sample

entries to illustrate the form's completion. A publication may not illustrate a blank copy of the form for local reproduction purposes, nor will it illustrate a copy of the form with the word "Sample" on it. Use original line drawings if available. Make sure photographs are sharp and clear. Glossy prints are the most desirable. Crop a photograph to bring out important aspects and eliminate unimportant details. Determine the size of the printed illustration before releasing it to the printer. Keep in mind the purpose of the illustration. Make sure not to lose detail when reducing an illustration to fit a given space, such as a single column. Do not use fold-out pages for oversized illustrations. Fold-out pages are costly and awkward to use. Consider placing the material on facing pages, or illustrating it in smaller segments. Refer to illustrations as figures, tables, or attachments. Include a photocopy of each illustration, with appropriate caption, in the draft after the page where it is first referenced. Arrange original illustrations in the order they appear in the draft. Send these original illustrations, without captions, in a separate package, with the draft.

3.41. Numbering Draft Pages. After the draft is completed, number each page consecutively with an Arabic number, preferably in the lower right corner. Do not add point or alpha pages to expand the draft. Renumber new pages so the last number reflects the total number of pages.

3.42. Effective and Expiration Dates. Usually, the effective date of a publication is the issuance date, which the publications manager assigns. The OPR may require specific effective or expiration dates. If requirements or procedures must be effective on a certain date, leave a space for the issuance date. Then type in the phrase "Effective (date)" directly below. If using a cover, place the effective date on the cover. If the requirements or procedures must be canceled on a certain date, leave a space for the issuance date, and then type in the phrase "Expires (date)." If using a cover, place the expiration date on the cover.

3.43. Publication Covers. Standard publications rarely need covers. Publications subject to prolonged use outside of three-ring binders or those with forewords are exceptions. A self-cover is the same weight paper as the publication. Only a publication subject to continuous hard use outside of a binder justifies a hard cover. See AFI 37-162 for guidance on hard covers. Indicate in block 16 on AF Form 673, **Request To Issue Publication**, the need for a cover. Show publication number, series and publication titles, publication date, and issuing activity on covers. For departmental publications, only the image of the Seal of the United States Air Force may be used as an illustration.

3.44. The Final Check. Check the draft before sending it to SAF/AAIP. Make sure all pages are accounted for and numbered (paragraph 3.41). Check numbering of parts, chapters, sections, and paragraphs for accuracy. Check references to other publications and internal cross references for accuracy. Verify addresses, organizational abbreviations, and FASs. Make sure the subject matter agrees with the basic procedures in this volume. Be sure the table of contents, when needed, agrees exactly with the text, figures, tables, and attachments.

3.45. Coordinating With Interested Staff Offices. For an initial publication, coordinate it with all staff offices that have a technical interest in its contents. Refer to table 3.1 and table 3.2 for required coordination. Coordinating officials show concurrence by signing the AF Form 673, section II. When you coordinate a revision, coordinate the revised portions with only with those activities having a functional interest.

Table 3.1. ★Coordinating a Publication--General Rules.

R	A	B	C
U		then coordinate	
L			
E	If a publication	a field publication with	a departmental publication with
1	is an Air Force Policy Directive (AFPD)		SAF/GC, 1740 Air Force Pentagon, Washington DC 20330-1740; NGB/CF, 2500 Army Pentagon, Washington DC 20310-2500; HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and the appropriate two-letter Secretariat and Air Staff activity.

2	includes an explanation of terms	SC.	HQ USAF/XOXD, 1630 Air Force Pentagon, Washington DC 20330-1630.
3	contains mailing addresses and functional address identifiers		HQ USAF/SCMV, 1250 Air Force Pentagon, Washington DC 20330-1250.
4	prescribes the use of a specific class or service of mail		
5	requires publication of orders		
6	prescribes, adopts, or cites forms or formats		SAF/AAD, 110 Luke Avenue, Suite 300B, Bolling AFB DC 20332-9080, and counterparts at MAJCOMs and FOAs preparing manuscripts.
7	requires development or revision of joint departmental publications		SAF/AAD, 110 Luke Avenue, Suite 300B, Bolling AFB DC 20332-9080.
8	requires publication in the <i>Federal Register</i> (AFI 37-120)		SAF/AAX, 1720 Air Force Pentagon, Washington DC 20330-1720.
9	is a standard publication, (including ICs and letter changes) (see note 1)	Records Management, Privacy/FOIA Office, and Information Collections and Reports (ICR) Managers.	HQ USAF/SCMI, 1250 Air Force Pentagon, Washington DC 20330-1250, and counterparts at MAJCOMs and FOAs preparing manuscripts.
10	is marked For Official Use Only and authorized to be withheld from general Public disclosure, has legal implications, or contains copyrighted material	Staff Judge Advocate.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; Access Program Manager, HQ USAF/SCMI, 1250 Air Force Pentagon, Washington DC 20330-1250.

NOTE: 1. Send AF Form 525, **Records Disposition Recommendation**, to records manager when AFI 37-133, Volume 2, does not cover disposal of records.

Table 3.2. Coordinating a Publication--Functional Rules.

R	A	B	C
U		then coordinate	
L			
E	If a publication	a field publication with	a departmental publication with
1	affects manpower authorizations or contents of workload data reporting systems	Manpower.	HQ USAF/PEM, 1070 Air Force Pentagon, Washington DC 20330-1710.
2	involves additional funding, affects budgeting responsibilities, or budget policy	Financial Management (FM).	SAF/FMB, 1130 Air Force Pentagon, Washington DC 20330-1130.

3	authorizes the activation, organization, redesignation, reorganization, inactivation or discontinuance of any Air Force unit whose commander exercises (or is directed by the proposed publication) to exercise courts-martial jurisdiction	Staff Judge Advocate.	HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
4	involves security policy, including safeguarding classified information, security classification, personnel security, industrial security, installation security, weapons systems security, and Security Police matters (for guidance on marking or handling, contact your security manager)	Security Police.	HQ USAF/SP, 1340 Air Force Pentagon, Washington DC 20330-1340; and HQ USAF/JA, 1420 Air Force Pentagon, Washington DC 20330-1420.
5	affects or involves Air Force Attaches		HQ AFOAA, 1080 Air Force Pentagon, Washington DC 20330-1080.
6	prescribes preparation and retention of documents in military personnel records	Military Personnel Records Office; Staff Judge Advocate.	HQ AFMPC/DPMDOP, 550 C Street West, Suite 16, Randolph AFB TX 78150-4718; and HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420.
7	involves activities with potential environmental impacts, or involves the production, acquisition, or handling of hazardous materials	Environmental Coordinators; and Staff Judge Advocate.	HQ USAF/CE, 1260 Air Force Pentagon, Washington DC 20330-1260; SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SGPA, 170 Luke Avenue, Suite 400, Bolling AFB DC 20332-5113.
8	affects the Air Force Occupational Safety and Health (AFOSH) Standards or Department of Labor Occupational Safety and Health (OSHA) Program	Bioenvironmental Engineering Service (BES); wing safety office; and Staff Judge Advocate.	HQ AFSA/SEG, 9700 G Avenue, SE, Kirtland AFB NM 87117-5670; SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SGPA, 170 Luke Avenue, Suite 400, Bolling AFB DC 20332-5113.
9	establishes a committee, council, board, or similar body (as defined in DoD Directive 5105.4 or 5105.18)	Committee Management Officer (CMO).	SAF/AA, 1720 Air Force Pentagon, Washington DC 20330-1720; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
10	affects or involves communications-computer systems	Communications-Computer Systems Officer.	HQ USAF/SCXX, 1250 Air Force Pentagon, Washington DC 20330-1250; and HQ AFC4A/XPPX, 203 West Losey Street, Suite 1065, Scott AFB IL 62225-5224.
11	affects military personnel functions performed at MAJCOM or FOA level or below (see note 3)	MAJCOM or FOA MPF Management Division (or comparable office); and HQ AFMPC/DPMYCO, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.	HQ AFMPC DPMYCO, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.

12	creates documentation requirements on base-level organizations that use Core Automated Maintenance System (CAMS)	Director of Maintenance.	HQ USAF/LGM, 1030 Air Force Pentagon, Washington DC 20330-1030.
13	sets policy on visual information (VI) matters; combat cameras, video teleconferencing, base-level support (still photography, graphics, presentations) or includes authorizing VI hardware or acquiring and using VI products (audiovisual productions; i.e., films, video tapes, video disks, etc.) to support operations, training, corporate communications, public affairs programs, etc.	VI Management Office.	HQ USAF/SCMV, 1250 Air Force Pentagon, Washington DC 20330-1250.
14	applies to Air Force Reserve units	HQ AFRES/IMPM, 155-2nd Street, Robins AFB GA 31098-1635 (see notes 1 and 2).	HQ USAF/RE, 1150 1660 Air Force Pentagon, Washington DC 20330-1150; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
15	applies to Air Force Reserve members (see paragraphs 2.24 and 2.25)	HQ AFRES/IMPM, 155-2nd Street, Robins AFB GA 31098-1635 (for unit members); HQ ARPC/ XP, 6760 East Irvington Place, Suite 1000, Denver CO 80280-5000 (for IMAs, see notes 1 and 2).	
16	applies to Air National Guard (see paragraphs 2.22 and 2.23)	Director, Air National Guard (NGB/CF), 2500 Army Pentagon, Washington DC 20310-2500.	Director, Air National Guard (NGB/CF), 2500 Army Pentagon, Washington DC 20310-2500; and SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.
17	involves acquisition, management, or disposal of Air Force-controlled property	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/CE, 1260 Air Force Pentagon, Washington DC 20330-1260.
18	directs ancillary training not Air Force Specialty-related, such as drug and alcohol or traffic safety training	all DCSs within the respective MAJCOM or FOA.	all Secretariat and Air Staff agencies and HQ USAF DPPE, 1040 Air Force Pentagon, Washington DC 20330-1040.
19	applies to military or civilian personnel matters	Military and Civilian Personnel.	SAF/MIM. 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/DP, 1040 Air Force Pentagon, Washington DC 20330-1040.
20	applies to morale, welfare, recreation, and services (MWRS)	Services.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SV, 1790 Air Force Pentagon, Washington DC 20330-1790.
21	applies to military health affairs	MAJCOM Surgeon General.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/SG, 170 Luke Avenue, Suite 400, Bolling AFB DC 20332-5113.

22	applies to manpower management matters	Management Engineering Team (MET).	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/PEM, 1070 Air Force Pentagon, Washington DC 20330-1070.
23	applies to equal opportunity and treatment of military or civilian personnel	Social Actions.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/DP, 1040 Air Force Pentagon, Washington DC 20330-1040.
24	applies to military installations and real property facilities	Civil Engineer.	SAF/MI, 1660 Air Force Pentagon, Washington DC 20330-1660; and HQ USAF/CE, 1260 Air Force Pentagon, Washington DC 20330-1260.
25	applies to base closure and disposal matters	MAJCOM/XP.	HQ AFBDA, 1211 South Fern Street, Arlington VA 22202-2808.

NOTE: 1. Send MAJCOM-level publications to HQ AFRES/IMPM, 155-2nd Street, Robins AFB GA 31098-1635.

2. See paragraphs 2.24 and 2.25.

3. Send four copies of the proposed publication through channels for review and approval.

3.46. Coordinating With Lower Level Organizations. If time permits, send copies of the draft to users in the next lower headquarters for comments. This reduces the need for supplements.

3.47. Review of Comments and Recommendations. After coordination, annotate the draft to reflect revisions made during final coordination. If there is disagreement or an impasse on a nonconcurrence, try to resolve the problem. If the problem cannot be resolved, take it to the next higher authority. SAF/AAIP cannot release any draft for publication with an unresolved nonconcurrence or insufficient coordination.

3.48. Requesting Immediate Action Handling. An immediate action request for a publication means it gets expedited processing. For Secretariat, Air Staff, MAJCOM, and FOA OPRs to receive immediate action handling for departmental publications, attach a memorandum to the AF Form 673, with justification, signed by the certifying authority. Write or type "Immediate Action" at the top center of the AF Form 673. If needed, include the date on which the publication must reach users. For a publication to receive immediate action handling, it must:

3.48.1. Establish, eliminate, or modify a procedure that could prevent loss of life (includes Air Force Occupational Safety and Health [AFOSH] standards); personnel injury (includes AFOSH standards); destruction of property; or public controversy or adverse public opinion of the Air Force.

3.48.2. Meet a mandatory implementation date set by law, Executive Order, or DoD issuance.

3.48.3. Be of Presidential; congressional; Office of the Secretary of Defense; Office of the Secretary of the Air Force; or Office of the Chief of Staff, USAF, special interest.

3.49. Completing AF Form 673. If the draft received writing service, return it for publication to SAF/AAIP along with the original AF Form 673. Show all coordination on the form. If you use other means to obtain the coordination, type in the required information on the master AF Form 673, and keep the individually signed AF Forms 673 for your record set.

3.50. Final Processing of Draft Publication or Visual Aid (VA). Send AF Form 673 and draft publication or VA to the approval authority for review and signature (AF Form 673, block 21). Then send the draft publication or VA, signed AF Form 673, one double-spaced paper copy of the draft, and a diskette to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. The format must be Microsoft Word for Windows® (version 2.0), and stored on a 3-inch MS-DOS formatted diskette (720Kb or 1.44Mb). Format the text on the diskette single-spaced, in 10-point Times New Roman, flush left and unjustified. If there are graphics, include them on the same diskette. For graphics, the format must be Microsoft PowerPoint for Windows® (version 3.0), and stored on a 3-inch (1.44Mb) MS-DOS formatted diskette. No other versions are acceptable. If these formats are not available, contact SAF/AAIP.

3.51. Processing Departmental Publications on Magnetic Media. Before OPRs process publications on magnetic media, they should consider several factors. They should only issue magnetic media (diskettes) for publications with a very low distribution rate, because the cost of publishing publications in that medium Air Force-wide is expensive. In spite of original intentions, magnetic-media-user manuals will create much print-to-paper copy, unless the manual is on-line with a help key. If OPRs distribute magnetic media, they must comply with National Archives and Records Administration's (NARA) requirements (Title 36, Code of Federal Regulations (CFR), *Parks, Forests, and Public Property*, chapter 12, current edition) for paper copy. NARA does not consider diskettes as permanent records, because they have an expected life of 2 to 10 years. The OPR must send a printed paper copy of the publication to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, (with a copy of the AF Form 673) for retention and use to index, file, announce, and stock the publication. The OPR must also maintain a printed paper copy of the publication in its official record set.

3.52. Marking Revised Material. Use a star (★) to show any revised material in any part of the publication. Usually, a star indicates a revised paragraph, but if a whole part, chapter, section, attachment, figure, or table contains changes, put the star in front of the title.

3.53. Recipients of Revisions to a Departmental Publication Issued by Unauthorized Means. When an activity receives a revision to a departmental publication issued by methods other than those specified in this chapter (e.g., a message change that is not a numbered emergency message change [EMC] or interim message change [IMC]), notify the OPR and SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, in writing (through functional channels).

Section D—Preparing Changes

★3.54. Changes to Publications. Because Air Force publications are now published on paper, on CD-ROM, AFPDL and posted on the world wide web (WWW), it is critical that all publication changes be processed through the publications managers. It is a legal requirement that all versions of Air Force publications contain the same information; publications managers maintain version control via these change processes. For departmental publication changes, contact SAF/AAD, 110 Luke Avenue, Suite 300B, Bolling AFB, DC 20332-9080.

★3.55. Authorized Types of Changes.

3.55.1. Emergency Message Change (EMC). Issued to delete or modify a procedure that could result in loss of life, personal injury, or destruction of property.

★3.55.2. Interim Change (IC). ICs replace what was previously known as the Interim Message Change (IMC). They are issued to announce only critical information needed to meet mandatory effective date set by Public Law, Executive Order, or DoD Directive; delete or modify a procedure that could involve public controversy or create adverse public opinion of the Air Force, is considered mission essential, or is wasting Air Force funds, workhours, or other critical resources.

★3.56. Converting Emergency Message Changes (EMC) to Interim Changes (IC). When an OPR issues an EMC to a publication, the OPR must convert the message to an interim change or revise the publication within 30 days.

★3.57. Interim Change (IC) Procedures.

★3.57.1. Numbering. Assign a number to each change. Use the last two digits of the calendar year, followed by a hyphen and a control number; e.g. EMC 96-1; IC 96-2; IC 96-3. Start a new control number sequence, beginning with "1" each calendar year.

★3.57.2. EMC Processing. Prepare the text of the change in regular message format (AFMAN 37-126, *Preparing Official Communications*, will convert to AFMAN 33-326 upon revision) and cite the type of change, change number, the publication being changed, and its date. Show write-in or paragraph changes for only one basic publication.

★3.57.3. IC Process. The following instructions apply:

★3.57.3.1. Publication approving officials issue IC notification messages alerting functional publication users and Address Indicating Group AIG 9411/PDO that an IC is available for downloading (figure 3.5). For departmental publications, the download site is <http://afpubs.hq.af.mil>. The two-letter approving official or delegated approving official shown on the IC notification is a substitute for the AF Form 673, **Request to Issue Publication**, as the authority to publish the IC. OPRs must file the IC notification and the IC in the record set for the publication. SAF/AAD will file a copy of the IC notification and the IC in its background folder.

★3.57.3.2. Before issuance of IC notification message, OPRs provide a new summary of revisions and changed information to their servicing publications management office in MS Word format. The only authorized changes are those that do not

require the publication to be renumbered. If the changes require the publication to be renumbered, the publication **must** be revised instead. OPRs must provide changes in complete paragraphs. Examples:

★3.57.3.2.1. One for one changes. Paragraph 3 will completely replace paragraph 3. Provide all of paragraph 3 even if only one word or one sentence changed.

★3.57.3.2.2. Added paragraphs that do not cause publication renumbering. Paragraph 3.1.1. can be added between paragraphs 3.1. and 3.2.

★3.57.3.2.3. Deletions. Delete a paragraph like this: 3.77. DELETED.

★3.57.3.2.4. Tables, Figures, and Attachments. Completely delete or provide a completely new table, figure, or attachment to replace the current table, figure, or attachment. Tables, figures, and attachments can be added, as long as there is a corresponding reference to them in a paragraph.

★3.57.4. Posting ICs. It is mandatory for paper-based users to post ICs. The servicing publications management office must update and integrate the IC within 30 days of issuance for digital publication users.

3.57.5. Show write-in or paragraph changes for only one basic publication. Do not correct minor errors or table of contents in an IMC. OPRs address departmental IMCs to Address Indicating Group (AIG) 9411/IMPD/MSIPD. List counterpart FASs after IMPD/MSIPD. Include “SAF Bolling AFB DC//AAIPSP//” and “SAF Washington DC//AAISML//” as an information addressee on departmental IMCs. Follow the guidance in AFMAN 37-126, *Preparing Official Communications*, attachment 1, for ZEN addresses for units which will not receive copies of the IMC electronically; i.e., the local PDO (figure 3.5). IMCs may supersede only IMCs or revisions. Show supersession line (if used) in the last paragraph of an IMC (figure 3.5). MAJCOM and FOA OPRs that issue IMCs to departmental publications must send the signed IMCs to their servicing publications manager for review and editing before release. Publications managers must ensure OPRs have authority from SAF/AAIP to issue the IMC. Telephone contact will suffice. OPRs must convert message changes to revisions. Then they must send the approved manuscript and signed AF Form 673, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113, within 30 calendar days. The base IM reproduces and distributes departmental IMCs and EMCs. Departmental EMCs and IMCs are not indexed in the AFIND 2 and are not stocked in the Air Force Publishing Distribution Center (AFPMC).

3.57.6. If the revision involves forms or formats, obtain guidance from SAF/AAIP. Ordinarily, message changes cannot prescribe new or revised forms.

3.58. Procedural Instruction Messages (PIM) to AFM 67-1. OPRs issue PIMs for emergency changes to AFM 67-1, *USAF Supply Manual*. AFM 67-1, volume II, part two, *USAF Standard Base Supply System*, outlines information on PIMs.

3.59. Changing a Publication by an Interim Letter Change (ILC). ILCs are authorized for departmental publications when neither a revision nor a message change is feasible. This method is optional for MAJCOMs or FOAs. Chiefs of supply may issue ILCs to AFM 67-1. These ILCs remain in effect until OPRs of base supplements review and republish them. Distribution of these ILCs is limited to chief of supply functions.

3.60. Issuing a Departmental ILC. To issue a departmental ILC, contact SAF/AAIP for authority to issue the ILC. Cite the ILC number and publication number and date in its subject; e.g., “Interim Letter Change 93-1 to AFI 37-71, 1 Feb 93.” Do not mix EMC and IMC change numbers with those used for ILCs. Prepare the ILC text in memorandum format (AFMAN 37-126). If the ILC involves forms or formats, obtain approval from SAF/AAIP. An ILC may temporarily prescribe new or revised forms; however, the forms index will show the prescribing directive, not the ILC. Send a copy to each activity requiring the information, and one copy to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. ILCs to departmental publications are not announced in the AFBP, are not indexed in AFIND 2 (formerly AFR 0-2), and are not distributed to holders of basic publications. ILCs may be posted to, or filed with, basic publications in publications libraries and sets. Within 30 calendar days, convert the ILC to a revision. In the supersession line on the revision (in addition to citing the superseded publication), state the ILC number and its date; e.g., “Supersedes ILC 93-1, 29 Mar 93.” Chiefs of supply are allowed to issue ILCs to AFM 67-1, and allow ILCs to remain in effect until base supplements are reviewed and republished during the anniversary month of the supplement. Distribution of ILCs to AFM 67-1 is limited to chiefs of supply functions.

Section E—Preparing Supplements

3.61. Purpose of Supplements. Supplements add to material in higher headquarters publications. Issue supplements rather than separate publications to avoid extensive duplication. A non-combined supplement, distributed as a separate publication, is an integral part of and must be filed with the basic publication. Volumes are separate publications; therefore, they must be supplemented individually.

3.62. Restrictions on Issuing Supplements.

3.62.1. Supplements must not be issued only to emphasize the need to comply with provisions of the basic publication; to correct publication errors (notify the OPR so errors can be corrected in the next revision); to clarify basic publications; to supersede or change requirements or procedures in the basic publication; or to add minor procedural details that may already be clearly implied in the basic publication.

3.62.2. A separate publication should be issued instead of a supplement if a higher headquarters has not issued a publication with related material, or a higher headquarters publication is not distributed to the activities that must receive the supplement. If time permits, request the issuing headquarters to distribute the basic publication to those activities. Do not issue a supplement if the format, purpose, size, or content of the higher headquarters' publication makes it unsuitable for supplements. A pocket-size or microfiche publication are examples.

3.62.3. Technical Order (TO) 00-5-1, *Air Force Technical Order System*, and AFPD 21-3, *Technical Orders*, (supplements to TOs), contain special instructions or limitations on issuing supplements.

3.63. Keeping Supplements Current. When a basic publication is superseded, its supplements automatically stay in effect. File them with the new basic publication according to AFI 37-160, volume 7, *The Air Force Publications and Forms Management Programs--Publication Libraries and Sets*. The holdover supplements provide interim direction or information. If the OPR decides the new basic publication eliminates the need for the supplement, the project officer requests SAF/AAIP to rescind it as soon as possible. Material previously in a supplement may be included in the revised basic publication with only a slight rewording. The OPR of a supplement must determine whether a change to the basic publication affects the supplement. If it does affect it, revise or rescind the supplement.

3.64. Numbering Supplements. Number each supplement in sequence (supplement 1, supplement 2). Avoid issuing more than two to a basic publication.

NOTE: See paragraph 2.10.6 for guidance on numbering departmental supplements.

3.65. Types of Supplements. The three ways to supplement are by the paragraph, page-insert, or combined method.

3.66. Preparing a Supplement by the Paragraph Method. Figure 3.6 illustrates a sample format.

3.66.1. Prepare the first page to include a heading, title, headline, and title page footnote. Place the supplement number as shown, use the basic publication's title, and cite the number and date of the publication supplemented. Begin the supplement immediately below the headline and continue paragraph-by-paragraph as shown in figure 3.6.

3.66.2. To supplement an existing paragraph in the basic publication, use the same paragraph or subparagraph number as the basic publication. Keep the text as brief as possible, but include enough information to reduce the need for field supplements. Add new subparagraphs, if needed, even though the paragraph being supplemented has subparagraphs.

3.66.3. Add a new paragraph when the supplementary material does not relate to a paragraph in the basic publication. To add a paragraph between two paragraphs in the basic publication, identify it by a point number and the words "Added" and "AF" in parentheses; e.g., a new paragraph following paragraph 4.1 would be shown as 4.1.1. (Added)(AF) **Title**. To add a paragraph at the end of a chapter or at the end of a publication that does not have chapters, use the next available number and show "Added" (e.g., 11.1. (Added)(AF) **Title**). Add a subparagraph if the material logically continues existing material of the basic publication. Show added subparagraphs by inserting "Added" in parentheses after the paragraph number; e.g., "2.1.2.3 (Added)(AF)."

3.66.4. Add a new figure, table, or attachment when required and place the words "Added" and "AF" after the figure, table, or attachment number (*NOTE:* Since DoD issuances use the term "enclosure."). However, do not duplicate figure, table, or attachment (enclosure) numbers already in the basic--start with the next number. Numbering must agree with the format in the basic publication; i.e., publications with chapters--figure 2.1, table 3.1, etc.; without chapters--figure 1, table 1, etc.

3.67. Preparing a Supplement by the Page-Insert Method. This method requires a transmittal page and page inserts. For the transmittal page, use the heading, titles, headline, and footnotes shown in figure 3.6. Below the headline, instruct users to insert attached pages. Print page inserts so that the supplementary and related basic material face the reader. List page inserts below the instructions; then complete the transmittal with the signature block of the approval authority. Place supplementary paragraphs, one after the other for paragraphs supplemented on facing page. Also place the current signature element after the last paragraph. Explain on the AF Form 673, block 16, that page inserts are to be prepared.

3.68. Preparing a Combined Publication To Supplement DoD Publications. This method is the most efficient from an electronic publishing standpoint, as it enables the user to see the higher headquarters and the supplementary material in one integrated file. Obtain SAF/AAIP approval before preparing a combined supplement (see AFI 37-160, volume 2).

- 3.68.1. Print the DoD material word-for-word, without editing. Edit the Air Force material to meet Air Force standards in this volume. Show DoD material as bold text, with Air Force material not bold.
- 3.68.2. Identify the DoD publication as being supplemented in the purpose paragraph. Be sure paragraph numbering and format of the Air Force supplement agree with the numbering and format of the DoD publication. Identify a combined publication by both the DoD number and the Air Force supplement, in that order; e.g., DoD 5200.1-R/Air Force Supplement. Show this on the cover, if used, and on the upper right corner of the title page.
- 3.68.3. Obtain an electronic file of the DoD material from the OPR and insert the Air Force supplementary material. Follow software requirements as indicated in paragraph 3.50. Show “(AF)” before the supplemented material; e.g., “(AF) Within HQ USAF” Include added material (main paragraphs, figures, etc.) in the table of contents, if used. Show “(Added)” before the title. To add a new paragraph, show “(Added)(AF)” before the supplemented material; e.g., “(Added)(AF) See figure 5.1”; or “4.300.1 (Added)(AF) Classified Hardware.” To add a chapter, table, etc., show “(Added)(AF)” before the title.

Section F—Special Publications

3.69. Basis for Setting up a System of Special Publications. For a unique publishing requirement involving many publications, a special publication system may meet the need. A special publication system is a “standalone” system. It does not interface with, change, or supersede any standard publication, form, or report that a standard publication prescribes. It can only refer to such a publication. Do not establish a special publication system to bypass the normal publishing process.

- 3.69.1. If the specialized publication prescribes forms, it must be coordinated with SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113.
- 3.69.2. If the specialized publication prescribes reports that are not exempt from the following criteria, it must be coordinated with the Reports Control Manager, SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610.
 - 3.69.2.1. Most security, intelligence, and classified information is exempt from licensing regarding reporting requirements; however, there are some instances that do require licensing. The following exemptions apply to internal reporting requirements: substantive intelligence reporting; counterintelligence; personnel security; other investigative surveys and reports that relate to safeguarding defense information, protecting DoD functions and property; and civil disturbances within the United States and its territories and possessions.
 - 3.69.2.2. Interagency reporting exempts security classified information; however, non-security classified information is not exempt, even if such information is later given a security classification by the requesting agency.
 - 3.69.2.3. The following exemptions apply to public information collections: collection of information during the conduct of intelligence activities, or successor orders; or, during the conduct of cryptologic activities that are communications security activities.

3.70. How to Prescribe a Special System. Get approval from SAF/AAIP. Describe the proposed system, including type of publications to be issued; publication specifications; approximate cost; and proposed distribution. Explain why standard publications are not suitable. Attach a draft of the prescribing directive.

3.71. The Prescribing Directive. Develop an instruction in an appropriate functional series to prescribe a special system. Include in the instruction the following information, as applicable:

- 3.71.1. Name of the unit authorized to develop and issue special publications.
- 3.71.2. Title, purpose, and intended users.
- 3.71.3. Type of subject matter to be included.
- 3.71.4. Format prescribed (attach a sample format of the special publication to the prescribing directive).
- 3.71.5. How publications are numbered.
- 3.71.6. How publications are revised or supplemented.
- 3.71.7. Whether the special publication will be indexed in an Air Force Index (AFIND).
- 3.71.8. Method of distribution.
- 3.71.9. Who is to maintain backup stock and how to submit requisitions.
- 3.71.10. Security classification guidance.
- 3.71.11. Who establishes, maintains, and disposes of record sets (paragraph 4.8).
- 3.71.12. How users maintain and keep each special publication current.

Figure 3.2. Sample Format for Obtaining Permission to Publish Voluntarily Submitted Copyrighted Manuscripts.

I am the author and owner of the copyrights in an article entitled (title of article), which has been submitted for publication in (title of publication), a publication of the Department of the Air Force. I hereby grant the United

States Government, royalty-free, permission (1) to print the article therein; (2) to reproduce and distribute copies of, make derivative works of, and perform or display publicly the article; and (3) to authorize others to do so for governmental purposes. I (do)(do not) desire that a copyright notice accompany the publication of the article. (For copyright notice purposes, the year of first publication of the article is [year]).

(Signature of the author)

Figure 3.3. Sample Format for Request for Free Permission to Use Copyrighted Materials.

(Letterhead)

(Name of Company) (Address)

(Salutation)

RELEASE

This office is preparing manuscript material for a publication to be issued for defense purposes under the title (insert title).

Request permission to include in this publication the following material: (insert specific information regarding the pages and lines of the illustration and or text matter to be released) from the work entitled (title), written by (author's name), which was published by your company.

Please indicate on one copy of this letter, in the space provided below, whether this material may be used in the publication this office is preparing and whether an appropriate credit line is desired. A self-addressed envelope is enclosed for your use.

(Signature of requester) (Title)

Publisher's permission:

Release to use requested material is hereby granted, royalty-free.

The material covered by this release (may) (may not) be placed on sale by the US Government Printing Office.

If the Government publication is made available to the public for inspection and copying according to the Freedom of Information Act or any other law, the material covered by this release may be similarly made available for inspection and copying in context.

Credit line (is) (is not) requested.

(Name of copyright owner or authorized agent)

By (Company officer)

(Title)

(Date)

Figure 3.4. Examples of Copyright Footnotes.

¹From *Crusade in Europe*, by Dwight D. Eisenhower. 1948 © by Doubleday & Co., Inc. Reprinted by permission of the publisher.

²Reprinted from *Life with Groucho*, by Arthur Marx, by permission of Simon and Schuster. Copyright 1954.

³*Women's Secret Language*, by Elsie McCormick. Reprinted with permission from the September 1956 Reader's Digest. Copyright 1956 by the Reader's Digest Association, Inc.

⁴From *General Kenney Reports*, by George C. Kenney, Copyright 1949 by Duell, Sloan, and Pearce, Inc., New York. Reprinted by permission.

Figure 3.5. Sample Interim Change (IC) Notification Message.

HQ USAF//XO

AIG 9411//SC

INFO: ALMAJCOM -FOA-DRU//DO//XO

UNCLASS

PASS TO PDO

SUBJECT: INTERIM CHANGE NOTIFICATION 96-1 TO 11-205, AIRCRAFT

COCKPIT AND FORMATION FLIGHT SIGNALS.

IC 96-1 IS APPROVED AND IS POSTED ON THE AF PUBLISHING SITE AT

HTTP://AFPUBS.HQ.AF.MIL AND ON THE AIR FORCE PUBLISHING

DISTRIBUTION LIBRARY (AFPDL).

NOTE: 1. Publication approval authority signs IC.

2. AIG 9411//SC will provide copies to all publication holders.

3. INFO should be all interested recipients as determined by approval authority.

Figure 3.6. Sample Paragraph Supplement.

BY ORDER OF THE SECRETARY OF THE AIR FORCE	DOD 7750.7/AIR FORCE SUPPLEMENT 30 NOVEMBER 1993
DOD FORMS MANAGEMENT PROGRAM PROCEDURES MANUAL ❶	
DoD 7750.7-M, August 14, 1991, is supplemented as follows: ❷	
Definitions	
3a. (Added)(AF) An Air Force (AF) Form is considered a component form.	
Abbreviations and/or Acronyms	
(Added)(AF) AF Form Air Force Form (Added)(AF) S&I Stocked and Issued (Added)(AF) S&U Stocked and Used	
Chapter 1	
D.3. (Added)(AF) SAF/AAIP designates the individual who performs the duties of Air Force Forms Manager.	
E.1. (Added)(AF) Reporting will not be made below Secretariat level.	
Chapter 6	
C. (Added)(AF) Once forms are converted and published as electronic forms, they will be considered Local Reproduction Authorized (LRA) forms. Printed copies of these forms will no longer be stocked and distributed from the Air Force Publishing Distribution Center (AFPDC).	
Chapter 8	
D. (Added)(AF) <u>Stocked and Issued (S&I) and Stocked and Used (S&U) Forms.</u> Review departmental forms shown in AFIND 9 as S&I and S&U before each reprint. Send requests to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113.	
WILLIAM A. DAVIDSON Acting Administrative Assistant	
<hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> Supersedes AFR 9-1, 15 January 1983. OPR: SAF/AAIP (Ms Virginia R. Potter) </div> <div style="width: 10%; text-align: center;"> ❸ </div> <div style="width: 45%;"> Certified by: SAF/AAI (Col Edward A. Pardini) Pages: 1/Distribution: F </div> </div>	

NOTES: ❶ Publication Title. ❷ Leadline. ❸ Title-Page Footnotes.

Chapter 4

PROGRAM MANAGEMENT RESPONSIBILITIES

Section A—Reviewing and Editing Drafts

4.1. Processing Drafts. Review a fully coordinated draft, (attachment 3) with signed AF Form 673, for processing. If the draft is edited, release it to the OPR for final review. Edit the draft as prescribed in paragraphs 4.2 and 4.3. If acceptable, release it for publication.

4.2. Minimum Editorial Requirements. Attachment 3 gives a checklist for editors. Ensure that the correct type of publication (Air Force Doctrine Documents [AFDD], Air Force Policy Directive [AFPD], instruction, mission directive, supplement, etc.) and series is selected as specified in chapter 3, section B, this volume, and AFI 37-160, volume 6. Review parts for accuracy (heading, subject and main titles, title-page footnote, and signature element). Check the numbering and use of elements (parts, chapters, sections, paragraphs, attachments, figures, tables) (figure 3.1). If the draft has a table of contents (see paragraph A3.5), make sure that the title and identifying number or letter of each item match the text. Edit for correct grammar, spelling, punctuation, capitalization, and use of references, abbreviations, acronyms, and terms. Check references to other publications and internal cross-references for accuracy and necessity. Verify that the OPR complies with procedures in this volume. Ensure that illustrations are necessary, correctly identified, and reproducible. Editors are responsible for determining acceptable art work. Apply the plain English standards. A publication should meet all of these standards. Require the project officer to justify a request for a cover. Most standard publications kept in three-ring binders do not need covers (paragraph 3.43). Ensure the OPR complies with distribution requirements of AFI 37-161. Send copies of publications to addressees in table 4.1. Ensure each main paragraph has a meaningful title, including key words. Using key words will enable readers of publications in electronic format to conduct electronic key word searches. Key words may be highlighted in brackets; e.g., “Accounting and Finance Officer [Qualifications].” For subparagraphs, titles are optional. But, if any of the subparagraphs have titles, ensure that they all have titles at that level.

Table 4.1. ★Submitting Copies of Field Publications. See Note 1.

R	A	B	C
U			
L			
E	If a field activity is	then send one copy of	to
1	a MAJCOM	subject and numerical indexes	11 CS/SCSR, 1620 Air Force Pentagon, Washington DC 20330-1620.
2			HQ USAF/SCMV, 1250 Air Force Pentagon, Washington DC 20330-1250.
3		policy directives, instructions, manuals, indexes, pamphlets, directories, handbooks, mission directives, catalogs, and supplements	HQ AFIS/IMP, 9700 G Avenue, SE, Kirtland AFB NM 87117-5670.
4		supplements or separate publications issued instead of supplements	OPR in HQ USAF.
5	below MAJCOM	supplements or separate publications issued instead of supplements (see note 2)	OPR at the next higher headquarters.
6		indexes of publications (see note 2)	publications management office in the next higher headquarters.

NOTE: 1. AFI 36-2303, *Documents and Publications for the Air University Library*, gives instructions on sending copies to the AU Library.

2. A higher headquarters may specify more copies

4.3. Writing Service. This service goes beyond the minimum editorial requirements and may involve completely reorganizing or rewriting the draft. Edit drafts for logical organization; accurate, effective, and thorough presentation; conflicting or inaccurate statements and unnecessary or unfamiliar words; suitability of the style of writing; use of necessary figures, tables, or attachments; and compliance with Air Force procedures.

4.4. The Final Steps. Ensure a publication contains a series number and a control number (AFI 37-160, volume 6) on all pages. Estimate the publication's distribution date. This date becomes the publication's effective date unless the project officer

has specified a different date on the line below the publication date. The project officer may also specify an expiration date (e.g., Effective 15 June 1993/Expires 14 December 1993 [see paragraph 3.43.]). Show the date of publication on all pages. Try to assign dates that coincide with distribution dates, and use dates that are workdays (not weekends or holidays). Sign AF Form 673, block 36, and release the publication for reproduction. Keep the original AF Form 673 and a copy of the draft for the record set. Discard the draft when replaced with the printed copy.

Section B—Preparing Final Copy

4.5. Authorized Formats.

4.5.1. All departmental standard publications have a distinctive appearance. Text will be full measure only on the title page. The Air Force Seal will be displayed in the top left of the title page, as shown on this instruction. Subsequent pages will be dual-column, and bear a running head. Text will be flush left and right justified. Boldface where appropriate.

NOTE: The body of the Air Force Policy Directive (AFPD) will generally be limited to two published pages (all pages full measure), with attachments depicting measurements of policy compliance (metrics), and references, abbreviations, acronyms, and if appropriate, terms. Also, AFPDs do not have chapters.

4.5.2 Do not start a new chapter on the next facing page, but continue on the page where the last chapter ends. Insert a full measure line to separate one chapter from the beginning of the next chapter, as shown in this instruction. Start new attachments on the next available page. Number publication pages sequentially (1, 2, etc., rather than using dash numbering). Use this also with publications without chapters.

4.5.3. Place the publication's running heads in the top margin of each page after the first page, with the page number in the outside corner, and the publication number and date in the inside corner. If there is an effective date, indicate it.

4.5.4. For printed products, project officers must furnish justification for proposals involving color, unusual paper or page sizes, hard covers, more than one color of ink, or colored paper (AFI 37-162).

4.6. Page Size. Except for publications with special requirements, such as pocket-size publications and visual aids (VA), see AFI 37-162 for the finished page size of standard publications.

4.7. Recycle Logo Guidance. The Air Force encourages the recycling of paper whenever possible. At attachment 5 is reproducible line art for that purpose. Place the logo in the bottom of the first page. Ensure the recycle logo is placed only on publications where there is no restriction for recycling. Do not place it on publications that are classified, for official use, have Privacy Act (PA) information, or have limited distribution. Only use on white uncoated paper printed with black ink. Do not use on publications with color illustrations or color line art. Additionally, publications must display the phrase "Printed on recycled paper" when in fact they do.

Section C—Filing, Rescinding, and Correcting Publications

4.8. Record Sets of Standard Publications. Secretariat and Air Staff OPRs, and publications managers at MAJCOM and FOA activities that develop departmental publications, maintain record sets for standard publications and Headquarters United States Air Force Operating Instructions (AFHOI). Include the background material of each standard publication in the record set. Record sets of bulletins, staff digests, and operating instructions (OI) (other than AFHOIs) are not required. Maintain a folder, arranged numerically by subject series, as follows for each current publication:

4.8.1. The edited copy of the draft and original AF Form 673. SAF/AAIP maintains a copy of the original AF Form 673 for those departmental publications developed at the Secretariat or Air Staff. MAJCOM and FOA OPRs developing departmental publications will have their publications managers maintain and retire the original AF Form 673 in the record set according to AFMAN 37-139 (formerly AFR 4-20, volume 2). When the printed publication is received, verify that it is correct, then destroy the draft.

4.8.2. A copy of the printed basic publication.

4.8.3. All documents that show coordination, comments, and other actions, such as exemptions, waivers, suggestions, etc.

4.8.4. A copy of DD Form 67, **Form Processing Action Request**, for each prescribed form that was developed, revised, and canceled during the current edition of the publication. Also, include a copy of DD Form 67 for any developed or revised form of the superseded editions of the publication, if the current publication prescribes the form.

4.8.5. A printed copy of each prescribed form developed or revised during the current edition of the publication. Include a copy of each developed or revised form of a previous edition of a publication, if the current publication prescribes the form.

NOTE: If the publications and forms management functions are within the same office, maintain the forms and publication in the same folder.

4.8.6. A copy of AF Form 1382 showing the latest review of the publication.

4.8.7. A microform copy of archival quality, if computer output microfilm is used, bypassing paper to produce a publication. If the record set is in microform, then the microfilm must meet all standards in AFI 37-122, *Air Force Records Management Program*. Otherwise, a durable printed paper copy must be created to satisfy the permanent retention requirements. Viewer or printer copies are not authorized for this purpose. SAF/AAIQ must approve the use of archival microform.

4.8.8. A copy of AF Form 130, **Application for Approval of Report**. The OPR will keep the original AF Form 130. The Air Force Information Management Control Officer (AF IMCO) (SAF/AAIQ), or MAJCOM or FOA Information Reports Requirements Manager (IRRM) will maintain the original AF Form 130 (see Table 3.1, Rule 9).

4.8.9. A corrected copy of a publication. Also keep the original edition in the record set.

4.8.10. A printed paper copy if using magnetic media (diskette) bypassing paper to produce a publication. The National Archives and Records Administration (NARA) does not consider diskettes as permanent records, because they have an expected life of 2 to 10 years.

4.9. Record Sets of Special Publications. Secretariat and Air Staff OPRs and MAJCOM and FOA publications managers will maintain a file for each system of special publications that result from approval of a standard departmental publication. Maintain the record set for the publication that establishes the special system of publications according to paragraph 4.8. For the special publications, maintain a copy of the request for a special system of publications; related correspondence; a copy of the publication manager's approval; a printed copy of the directive that established the special system of publications; a printed copy of each form prescribed; and a published copy of each special publication issued. Also maintain the AF Form 673 (when used), the record of the latest review for currency (or AF Form 1382, whichever is used), and any pertinent background material.

4.10. Rescinding a Publication. When a project officer authorizes the recession of a publication, delete it from the appropriate Air Force index and add it to the list of obsolete publications in that index. Also, announce the rescinded publication in the *Air Force Publishing Bulletin* (AFPB). If the publication prescribes or adopts forms or formats, tell SAF/AAIP, who will take action to annotate AFIND 9. If the publication prescribes an internal or external information collection, notify the AF IMCO or MAJCOM or FOA IRRM as required by Table 3.1, rule 9.

4.11. Corrected Copies. If errors are found in a recently issued publication, a corrected copy may be printed only if the errors change the meaning of the text. Show "CORRECTED COPY" at the top of the title page or cover. The date of the publication remains the same. Use stars or asterisks to indicate corrections. Identify the publication in the index with "cc" after the publication number or title. Use of AF Form 673 is optional.

Section D—Indexes of Publications

4.12. Issuing Indexes. SAF/AAIP issues numerical indexes (AFIND) of standard publications. It does not index bulletins and staff digests.

4.13. Format of Indexes. In the heading, show the cutoff date by entering "period ending (date)" below the issue date. List all departmental publications in numerical sequence by type under each subject series. Show each publication's number, date (complete date or month and year), security classification, and title (or short title). Show "(PA)" if it is subject to the Privacy Act of 1974, OPR, number of pages, and distribution symbol. Give the security classification and the distribution symbol of a classified supplement, unless they are the same as the basic publication. List in the obsolete section any superseded publications (if the number or type changed) or rescinded publications (since the last edition). Follow the style and format of AFIND 2.

Section E—Reviewing Publications

4.14. Initiating Review of Publications. SAF/AAIP initiates reviews annually in the anniversary month of each standard departmental publication to determine the current status of the publication and each form it prescribes, using AF Form 1382. It sends the AF Form 1382 to the OPR before republication of publications or forms. If the OPR has given status of publications or forms in a special review within the last 90 days, the review may be postponed until the next cycle. Bulletins and staff digests do not require a review. The OPR annotates where required, signs and returns the AF Forms 1382 to SAF/AAIP.

4.15. Authorizing Reprints of Publications. SAF/AAIP will verify the status of a costly publication with the project officer before reprinting it. If the project officer has reviewed the item within 30 days, call to verify its status, then annotate this verification on the current AF Form 1382. For an inexpensive publication, SAF/AAIP will ask the project officer for approval to reprint it, if a review has not been done within the last 90 days.

WILLIAM A. DAVIDSON
Administrative Assistant

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

NOTE: Where a former designation is given, i.e., “(formerly AFR 205-1)” that denotes the successor publication has not yet been published as of the date of this glossary. This glossary indicates the new designation and title.

Executive Order 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993

Executive Order 12866, *Regulatory Planning and Review*, September 30, 1993

Public Law 93-579, *Privacy Act of 1974*, Title 5, United States Code, Sections 552 and 553

Title 44, United States Code, *Public Printing and Documents*, 1988 edition

Title 36, Code of Federal Regulations, *Parks, Forests, and Public Property*, Chapter 12, current edition

Title 41, Code of Federal Regulations, Chapter 201, *Federal Information Resources Management Regulations*, current edition

Senate Publication 101-9, *Government Printing and Binding Regulations*, February 1990

Allied Communications Publication (ACP) 121, US Supplement 1

Uniform Code of Military Justice (UCMJ), 1984 edition

Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*, March 23, 1994

Department of Defense (DoD) Directive (DODD) 5105.4, *Department of Defense Federal Advisory Committee Management Program*, September 5, 1989

DODD 5105.18, *DoD Committee Management Program*, January 18, 1990

DoD 5200.1-PH, *Guide to Marking Classified Documents*, November 1982

DoD 5200.1-R, *Information Security Program Regulation* (formerly AFR 205-1), June 7, 1982

Air Force Manual (AFM) 1-1, volumes 1 and 2, *Basic Aerospace Doctrine of the United States Air Force*

Air Force Instruction (AFI) 10-301, *Purpose, Policy and Responsibilities for Air National Guard and Air Force Reserve Component Forces* (formerly AFR 45-1)

AFI 10-1301, *Aerospace Doctrine* (formerly AFR 1-2)

AFM 11-1, *Air Force Glossary of Standardized Terms*

AFI 14-205, *Identifying Requirements for Obtaining and Using Cartographic and Geodetic Products and Services*

Air Force Policy Directive (AFPD) 21-3, *Technical Orders*

AFI 25-201, *Support Agreement Requirements* (formerly AFR 11-4)

AFI 31-401, *Information Security Program Management* (formerly AFR 205-1)

AFI 36-2201, *Developing, Conducting, and Managing Training* (formerly AFR 4-66)

AFI 37-120, *Federal Register*

AFI 37-122, *Air Force Records Management Program*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFMAN 37-126, *Preparing Official Communications*

AFI 37-131, *Freedom of Information Act Program*

AFI 37-132, *Air Force Privacy Act Program*

Air Force Directory (AFDIR) 37-135, *Air Force Address Directory*

AFMAN 37-139, *Disposition of Air Force Records--Records Disposition Schedules* (formerly AFR 4-20, volume 2)

AFI 37-160, volume 2, *Air Force Publications and Forms Management Programs--Implementing Department of Defense Directives, Instructions, and Issuances; and Managing Joint Staff Publications*

AFI 37-160, volume 4, *Air Force Publications and Forms Management Programs--Air Force Periodicals and Nonrecurring Pamphlets*

AFI 37-160, volume 5, *Air Force Publications and Forms Management Programs--Guide for Proponents of Air Force Publications*

AFI 37-160, volume 6, *Air Force Publications and Forms Management Programs--Numbering Publication*

AFI 37-160, volume 7, *Air Force Publications and Forms Management Programs--Publication Libraries and Sets*

AFI 37-160, volume 8, *Air Force Publications and Forms Management Programs--Developing and Processing Forms*

AFI 37-161, *Distribution Management*

AFI 37-162, *Managing the Processes of Printing, Duplicating and Copying*

AFI 61-204, *Controlling the Distribution of Classified and Unclassified Scientific and Technical Information* (formerly AFR 83-3)

AFM 67-1, volume II, part two, *USAF Standard Base Supply System*

AFPD 90-1, *Strategic Planning and Policy Formulation*

AFI 91-102, *Nuclear Weapon System Safety Studies, Operational Safety Reviews, and Safety Rules*

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Standards*
Air Force Index (AFIND) 2, *Numerical Index of Standard and Recurring Air Force Publications*
AFIND 4, *Department of Defense, Chairman of the Joint Chiefs of Staff and the Joint Staff, Interservice Publications, Combined Publications, Air Force Contract Requirements Documents, and Miscellaneous Federal Government and Commercial Publications*
AFIND 9, *Numerical Index of Departmental Forms*
AFIND 15, *Numerical Index of Specialized USAF Intelligence (USAFINTEL) Publications*(formerly AFR 0-15)
AFIND 17, *Index of Air Force Occupational Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety and Health (OSHA) Standards, and National Institute for Occupational Safety and Health (NIOSH) Publications* (formerly AFR 0-17)
Air National Guard Index (ANGIND) 2, *Numerical Index of Air National Guard and Applicable Publications* (formerly NGR(AF) 0-2)
Technical Order (TO) 00-5-1, *Air Force Technical Order System*

Abbreviations and Acronyms

ACP–Allied Communications Publication
ADPS–Automatic Data Processing System
AF–Air Force (as used on forms)
AFB–Air Force Base
AFCAT–Air Force Catalog
AFDD–Air Force Doctrine Document
AFDIR–Air Force Directory
AFH–Air Force Handbook
AFHOI–Air Force Headquarters Operating Instruction
AFI–Air Force Instruction
AFIND–Air Force Index
AFJI–Air Force Joint Instruction
AFM–Air Force Manual (old designation)
AFMAN–Air Force Manual (new designation)
AFMD–Air Force Mission Directive
AFPAM–Air Force Pamphlet (new designation)
AFPB–Air Force Publishing Bulletin
AFPD–Air Force Policy Directive
AFRP–Air Force Recurring Periodical
AFR–Air Force Regulation (an obsolete designation)
AFSUP–Air Force Supplement
AFRES–Air Force Reserve
AFVA–Air Force Visual Aid
ANG–Air National Guard
ANGUS–Air National Guard of the United States
ANGRC–Air National Guard Readiness Center, Andrews AFB MD
ARPC–Air Reserve Personnel Center, Denver CO
CFR–Code of Federal Regulations
DD–Department of Defense (as used on forms)
DIA–Defense Intelligence Agency
DISA–Defense Information Systems Agency
DISAN–Defense Information Systems Agency Notices
DLA–Defense Logistics Agency
DMA–Defense Mapping Agency
DoD–Department of Defense
EMC–Emergency Message Change
E.O.–Executive Order
F–See Terms in this Attachment
FAS–Functional Address Symbol
FOA–Field Operating Agency

FOUO—For Official Use Only
GPO—Government Printing Office
GSA—General Services Administration
HOI—Headquarters Operating Instruction
HQ AFRES —Headquarters Air Force Reserve, Robins AFB GA
HQ ARPC—Headquarters Air Reserve Personnel Center, Denver CO
HQ USAF—Headquarters United States Air Force, Washington DC
IBM—International Business Machines
ILC—Interim Letter Change
IM—Information Management
IMC—Interim Message Change
IMCO—Information Management Control Officer
IRRM—Information Reports Requirements Manager
JCS—Joint Chiefs of Staff
JDP—Joint Departmental
Kb—Kilobyte
L—See Terms in this Attachment
MAJCOM—Major Command
Mb—Megabyte
MINIMIZE—See Terms in this Attachment
MS-DOS® —See Terms in this Attachment
NARA—National Archives and Records Administration
NCO—Noncommissioned officer
NGB—National Guard Bureau
NGR—National Guard (Bureau) Regulation
NIOSH—National Institute of Occupational Safety and Health
NTISSC—National Security Telecommunications and Information Systems Security Committee
OMB—Office of Management and Budget
OPR—Office of Primary Responsibility
OSHA—Occupational Safety and Health Act
PA—Privacy Act of 1974
PB—Publishing Bulletin
PDO—Publishing Distribution Office
PDS—Publishing Distribution System
PIM—Procedural Instruction Message
RCS—Report Control Symbol
SF—Standard Form
TO—Technical Order
UCMJ—Uniform Code of Military Justice
USAFE—United States Air Forces in Europe, Ramstein AB GE
USAFR—United States Air Force Reserve
USPS—United States Postal Service
U.S.C—United States Code
VA—Visual Aid
X—See Terms in this Attachment
ZIP—Zone Improvement Plan (a USPS term)

Terms

Electronic Bulletin Board—A computer with software which permits individuals to dial up via modem and exchange electronic mail messages with other users of the system. Bulletin boards are frequently composed of news groups which share information on a wide range of topics, from recreational activities, to political and social issues, to the latest advances in computer and engineering technology. These systems are often used for exchange of computer programs and other files which are of interest to other users of the bulletin board community. Users are permitted to download files and programs (uncopyrighted software, commonly known as “shareware”) from the bulletin board in exchange for sharing their software innovations with others on the system.

F—A term used in publishing bulletins meaning Functional Distribution.

Figure—An illustration such as a map, drawing, photograph, graph, or flow chart, or other pictorial device inserted into a publication. Additionally, a figure can also be an illustration that is set in type such as a sample format or memorandum.

L—A term used in publishing bulletins meaning Limited Distribution.

MINIMIZE—A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically. MINIMIZE applies to all users of Department of Defense (DoD) communications systems, including originators of card and tape traffic. When MINIMIZE is imposed, users of DoD electrical communications must determine that (1) the information to be sent is required to avoid a seriously detrimental impact on mission accomplishment or safety of life; and (2) electrical transmission is the only way to get the information to the addressee in sufficient time to accomplish the purpose. (*ACP 121, US Supplement 1*)

MS-DOS®—A standard, single-user operating system of IBM and IBM-compatible computers that runs the microprocessor.

Policy—A statement of important, corporate level direction which guides Air Force decisions. Policy is enforceable, and compliance with policy is measurable. Policy is the framework connecting the abstract ideas or principles contained in vision, mission, and purpose statements to the specific and concrete statements of plans, goals, and objectives. Policy can be viewed as establishing bounds within which the organization will operate. Policy provides both a focus for Air Force action and a guide for the behavior of the organization and its members.

Procedures—The specific instructions on how to comply with a policy; the exclusive purview of Major Commands and Field Operating Agencies (FOA) (except where there is no supportive FOA). As a general rule, AFPDs will not spell out detailed procedures in order to give field organizations the greatest latitude possible to determine how a given policy is to be implemented under local conditions.

Standards—The criteria described in a desired end result. A description of a level of attainment used as a measure of adequacy.

Table—A systematic listing of information in columns or rows used to explain, clarify, or replace narrative text in a publication. The two most common types are--

Standard Table -- Column heads run across the page and the information in each column runs down the page; and

Text Table -- Column heads run down the page and the information for each head is entered beside the head. Column heads are usually repeated for each entry. Also, Decision Logic Tables (DLT) and Specified Action Tables (SAT) are considered tables (See paragraph 3.22 and AFI 37-160, volume 5)

X—A term used in publishing bulletins meaning Controlled Distribution.

AIR FORCE POLICY DIRECTIVE (AFPD) DEVELOPMENT CHECKLIST**Section A—Body**

A2.1. Does the opening paragraph contain a clear statement explaining why it is important for the Air Force to make policy statements about the subject of the policy directive? Is it a statement that concisely explains why the publication is needed? The first sentence should enable the reader to personally identify with the purpose statement by establishing the need and importance of the policies. Use a clear language style: it is acceptable to be more conversational than “military” if it better conveys the purpose. The purpose statement should be two to four sentences long.

A2.2. Key elements of purpose statements are:

A2.2.1. Why do we need this policy? State the need, state importance to the Air Force, be clear and concise, and use the active voice.

A2.2.2. What are the general functions covered by the AFPD? Use action verbs; e.g., secure, allocate, evaluate, protect, etc.

A2.2.3. Explain the goal of establishing the AFPD. What will the policy achieve?

A2.3. Do the statements of policy contain clear, important, corporate-level direction that can guide Air Force decisions? Use the following questions as a test for determining if the statements are policy:

A2.3.1. Are these policies enforceable?

A2.3.2. Do they support the Air Force vision?

A2.3.3. Do they address the most important things that the organization should be doing? Is there a minimum of such policies?

A2.3.4. Can the policies guide the reader in selecting courses of action and decision making?

A2.3.5. Are there sound reasons for each policy?

A2.3.6. Do the policies tell what to do rather than how to do it? That is, do the policies focus on “doing the right things” rather than “doing things right?”

A2.3.7. Are they enduring statements?

A2.3.8. Are they approved at the highest levels in the organization?

A2.3.9. Can compliance with policy be measured in some way? Is compliance going to be displayed and included in the Air Force Chief of Staff’s Management Information System?

A2.4. Are responsibilities and authorities of key offices clearly identified? Consider the following when preparing this paragraph in the AFPD:

A2.4.1. What are the responsibilities and authorities of key Secretariat, Air Staff, and MAJCOM staffs?

A2.4.2. Have appropriate management levels been empowered to do their jobs right the first time?

A2.4.3. Who is accountable for what; and, if appropriate, who enforces and interprets the policy?

A2.5. An optional paragraph may be used that includes the explanation or definition of abbreviations, acronyms, or terms used in the AFPD. If there are more than 10 items, do not put them in the text but add them as an attachment. If there are enough items for an attachment, also include all references in that attachment. If there is no need for the optional paragraph, do not reserve it.

A2.6. Does the AFPD identify who must comply with it and where they are in the chain-of-command? Are enforceable provisions and prohibitions identified using words like “requires,” “limits,” and “prohibits,” and stating that certain kinds of requirements apply to specific groups of people?

A2.7. Are Public Laws, DoD issuances, or other documents implemented by or related to the AFPD referenced by title and date?

A2.8. Specific policies may not stand alone, but may be interrelated with other policies, standards, and publications. Have source documents for those related policies, standards, and publications been referenced? Have related Air Force Regulations been listed to ensure continuity in policy implementation and interpretation?

A2.9. Have the titles of the attachment been identified?

Section B—Measuring Compliance With Policy

A2.10. Have the measures used to show the degree of compliance with the AFPD been identified in attachment 1? Measures may be a number, percentage, ratio, proportion, attribute, or similar figure. Have the measures displayed been sufficiently defined so that any required measurement or calculation can be done the same by any reader? The following questions may help define the measure:

A2.10.1. How is the measure described? What are the definitions of abbreviations, acronyms, or terms used in this description?

A2.10.2. Do the measures help in determining the desired outcome? That is, do they tell at what level we are complying with our policy?

A2.10.3. What is the population to be measured? What is the frequency of the measurement? What is the source of the measurement data?

A2.10.4. What mathematical equations must be used in calculating the measurement?

A2.11. Have subordinate command reporting requirements initiated by this AFPD been licensed with a Report Control Symbol (RCS) obtained from SAF/AAIQ?

Section C—Displaying Compliance With Policy

A2.12. Has a graphic display been shown in the attachment? Under most circumstances, this display is a histogram or run chart of data plotted against an X and Y axis. Various lines, bars, symbols, and shading are commonly used techniques. The graphic used should be simple and easily interpreted.

EDITORIAL CHECKLIST FOR DRAFTS AND CHECKLIST FOR REVIEWING AND EDITING PUBLICATIONS

Section A—Setting Up the First Page (Title Page)

This attachment provides guidance for project officers and publishing personnel in preparing drafts of publications. For additional guidance also use the *GPO Style Manual*.

A3.1. Heading Format. For all publications, make sure that the heading block (as in this instruction) is correct and that the publication number matches the entry on AF Form 673.

A3.2. Series Title. Make sure that title agrees with entry in AFI 37-160, volume 6.

A3.3. Purpose Paragraph. Make sure that it includes a statement explaining the purpose of the publication, to whom it applies, and DoD directives or higher headquarters publications implemented (paragraph 3.35 and attachment 2).

A3.4. Summary of Changes. Prepare a summary of changes for a revised AFPD, AFI, AFMD, AFMAN, and AFHOI. It is optional for other departmental publications. Describe the major changes and where they are in the publication (e.g., paragraphs, sections, chapters, figures, tables, attachments). Begin with the lowest numbered paragraph and end with the attachment references (paragraph 3.36).

A3.5. Table of Contents. Use a table of contents only if the draft consists of 30 or more draft pages (excluding the signature element, and attachment) (paragraph 3.37). Make sure the table of contents agrees with text exactly. *EXCEPTION:* AFPDs will not use tables of contents.

A3.6. Title-Page Footnotes. See paragraph 3.38 for guidance on departmental publications developed by MAJCOMs and FOAs.

A3.6.1. Supersession Line. Give the publication number and date of the superseded publications. When superseding a portion (part, chapter, etc.) of a publication, show the portion and then the publication number and date. Does the supersession line indicate the identification and date of IMCs or EMCs?

A3.6.2. No. of Printed Pages. Leave blank. SAF/AAIP will enter this information.

A3.6.3. OPR (Office of Primary Responsibility). At Secretariat and Air Staff level, show the functional address symbol (FAS) and in parentheses the name of the project officer. Below Secretariat and Air Staff level, show the command abbreviation, FAS, and in parentheses the name of the project officer.

A3.6.4. Certified by. For departmental publications, show the FAS, and in parentheses the name of the person who signed the AF Form 673.

A3.6.5. Distribution. Show approved symbol, e.g., F, X, or L.

Section B—Format Considerations

A3.7. Formatting Guidance. Use the elements shown in figure 3.1. A publication cannot have a single section, chapter, or part. All main paragraphs must have titles that are descriptive and should consist of more than one word (paragraph 3.4.4). *EXCEPTION:* AFPDs are exempt from this guidance.

A3.8. References for Security Markings for Classified Publications. The project officer must mark the classified draft with the correct security classification markings (title, paragraphs, pages, etc.) and must classify any transmittal documents (AF Form 673, etc.). See paragraph 2.18 and DoD 5200.1-PH for additional guidance.

A3.9. Numbering Procedures:

A3.9.1. Draft Pages. Number pages in the lower right corner. Begin with “1” and continue numbering without a break in sequence. Do not use point-page numbers or letter designations to add extra pages (paragraph 3.42).

A3.9.2. Attachments. Do not single number paragraphs, but use letters and numbers for subparagraphs. When there is more than one paragraph, use two-part Arabic numerals, with an “A” preceding the number. For example, number paragraphs in attachment 1 as A1.1, A1.2, etc.; in attachment 2, A2.1, A2.2, etc.

A3.9.2.1. Glossary of References, Abbreviations, Acronyms, and Terms. When a paragraph or attachment includes references, abbreviations, acronyms, or terms explained, place them in alphabetical order.

A3.9.2.2. Tables and Figures. Use two-part Arabic numerals for tables and figures, with an “A” preceding the table or figure number; e.g., A1.8.

A3.9.2.3. Indexes. Consider using a subject index (attachment 6) on large publications.

Section C—Writing Style

A3.10. Sentence and Paragraph Length. Try to keep paragraphs short (four or five sentences). Divide long paragraphs into subparagraphs or consider using main paragraphs. Try to keep sentence length to no more than 20 words.

A3.11. Active Voice. Use the active voice when possible. The active voice is more natural and direct.

A3.12. Capitalization. Refer to the *GPO Style Manual* for rules on capitalization.

A3.12.1. Using Capital Letters in Titles. Use an initial capital letter for nouns, verbs, objects, and prepositions and articles of four or more letters. Capitalize “to” when it precedes a verb.

A3.12.2. Using Capital Letters in the Text. Do not capitalize the first letter of each word of an acronym or abbreviation unless the word is a proper noun. For example, do not capitalize the first letters of the words “major command” for the acronym “MAJCOM.” However, capitalize the first letters of “Air Mobility Command” when referring to “AMC.” Do not capitalize these terms in Air Force publications, unless they begin a sentence: government, state government, and active forces. *EXCEPTIONS:* Public Law, Federal Government, Executive Order, Services, Military Services, Armed Services, and Armed Forces.

A3.13. Using USAF and AF. Spell out USAF and AF unless they are part of a long title, address, military title, publication or form designation, or must appear in a limited space in a table. When referring to HQ USAF in a departmental publication, do not use “AF”; e.g., AF/DP. Use “HQ USAF” followed by a functional address symbol. Use “AF” only in an Air Force Headquarters Operating Instruction (AFHOI).

A3.14. Using the Term United States. Use this term when speaking of the continental United States, Alaska, Hawaii, and its possessions and territories. *EXCEPTION:* United States when used in the adjective form will be abbreviated as in “US citizen.”

A3.15. Using Functional Address Symbols (FAS). Use FASs to tell users of your publication how to direct questions or comments, or respond to requirements. The first time you use a FAS, spell out the organization’s name and then parenthetically indicate the FAS; e.g., “Directorate of Information Management, Publishing Division (SAF/AAIP), 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113.” Also include the mailing address.

A3.16. Improving Readability. Substitute short, familiar words for longer words (AFI 37-160, volume 5, attachment 6). Write directly to the reader. Try using the second person (“you” implied). Be concise. Brevity helps the user understand the intent of the publication. Do not use words ending in “ever” if the basic word will suffice. For example, try “when” instead of “whenever” and “where” instead of “wherever.” Do not hide main ideas. Place important phrases at the beginning of a sentence. Do not use smothered verbs. Most smothered verbs end in “ion,” but there are others. Examples of smothered verbs and their original verb form are operations (operate), selection (select), classification (classify). Use pure verb forms, such as the original verb or its “ing” form. Do not split predicates with prepositional phrases and clauses. Avoid separating a subject from its verb or a verb from its object or complement. For example, “Tom will, after carefully considering flight schedules, fly to Europe.” Instead, say “After carefully considering flight schedules, Tom will fly to Europe.” Use parallel construction, even if it means rewriting the material. Parallelism is a similarity of grammatical form in subparagraphs. Do not use the slash (or virgule) (“/”) to combine ordinary terms, such as “and/or,” “MAJCOM/FOA,” etc. However, use the slash between organizational abbreviations and FASs; e.g., “SAF/AAIP,” and technical terms “Retention/Retirement Year.” Also, you may use it in tables with limited space.

A3.17. Abbreviations. Spell out the abbreviation the first time you use it. Then follow it with the abbreviation in parentheses. Do not show the abbreviation if you use the term only once. Do not use punctuation with abbreviations, except for “No. of Printed Pages” in the title-page footnote and United States Code (U.S.C.). Consult the *GPO Office Style Manual*’s list of standard abbreviations of legal and other Latin phrases. Do not use an “s” the first time you use an abbreviation, even though the term is plural. Thereafter, use the “s” to show the plural form in text. Do not use an apostrophe to form the plural of an abbreviation.

A3.18. Terms Explained. Regardless of whether you use an acronym or abbreviation in the text, spell out the term in a “Terms Explained” paragraph or attachment. Each term must stand on its own as a clearly understandable unit. OPRs frequently use the following terms in Air Force publications:

A3.18.1. Air National Guard (ANG). The federally recognized ANG of each state, the District of Columbia, Commonwealth of Puerto Rico, Guam, and the Virgin Islands.

A3.18.2. Air National Guard of the United States (ANGUS). A reserve component of the US Air Force consisting of all federally recognized units, organizations, and members of the ANG of the several states, District of Columbia, and Commonwealth of Puerto Rico, which, in addition to their status as ANGUS members, are Reserves of the Air Force in the same grades in which they are enlisted or appointed and federally recognized.

A3.18.3. Air Reserve Components. All units, organizations, and members of the Air National Guard of the United States (ANGUS) and the US Air Force Reserve (USAFR).

A3.18.4. Air Staff. Offices below the Secretariat level (under and including the Chief of Staff, USAF).

A3.18.5. Continental United States (CONUS). US territory including the adjacent territorial waters, located within North America between Canada and Mexico.

A3.18.6. Headquarters Air Force Reserve (HQ AFRES). A field operating agency (FOA) under Headquarters United States Air Force (HQ USAF).

A3.18.7. Headquarters United States Air Force (HQ USAF). All offices of the Secretariat and the Air Staff.

A3.18.8. Overseas. All locations, including Alaska and Hawaii, outside the continental United States. (Overseas is the adjective form and will be used as such in Air Force departmental publications. Example: . . .overseas theater. . .)

A3.18.9. Secretariat (SAF). The offices of the Secretary of the Air Force.

A3.18.10. United States Air Force Reserve (USAFR). All Reserves of the Air Force except those units, organizations, and members assigned to the Air National Guard of the United States (ANGUS).

A3.19. Gender-Neutral Language. Use gender-neutral terms when possible (paragraph 3.4.1.3). See AFI 37-160, volume 5, for gender-neutral terms. *NOTE:* The terms “airman,” “manpower,” “man-year,” and “man-day” are still authorized for use.

A3.20. Miscellaneous Requirements:

A3.20.1. Copyright Material. See paragraph 3.7 for guidance on copyrighted material or material contributed or loaned by nongovernment sources. Make sure that AF Form 673 indicates that the draft contains copyrighted or loaned material.

A3.20.2. Trade Names. See paragraph 3.8 when a publication contains a trade name or the name of a commercial manufacturer or service.

A3.20.3. Electrical Reporting During MINIMIZE. When a publication requires sending reports or data electrically (by message, telephone, etc.), state whether to send the information by airmail or to hold it for routine transmission during MINIMIZE. See paragraph 3.14.3. AFI 37-124 offers additional guidance.

A3.20.4. Underlining Words. Do not underline words unless italics are required in the printed publication.

A3.20.5. Names of Bases and Cities. Do not use a comma between the name of a base or city and the state if you include the ZIP Code. For example, write “Randolph AFB TX 78150-5000”; do not write “Randolph AFB, TX 78150.” Include the plus 4 of the ZIP Code. Consult with SAF/AAIQ for specific ZIP Codes. Do not abbreviate the names of bases and cities. See AFDIR 37-135, *Air Force Address Directory*, to verify addresses.

A3.20.6. Using “(s).” Do not use “(s)” to show the plural of a noun; for example, office(s). Use “one or more” or a similar phrase. Also, do not show the plural form of a noun in parentheses; for example, office (offices). Use either the singular or plural form of the noun.

A3.20.7. Assure, Ensure, and Insure. Use these terms correctly in publications. To *assure* is to state with confidence that something will be done. *Ensure* is to make certain of something. *Insure* relates to insurance company matters.

Section D—Preparing Illustrations

A3.21. Artwork for Publications. The project officer must place a photocopy of the artwork as close to the citation as possible. Type the figure and table captions on the photocopy, *not* on the original. See paragraph 3.40. See also paragraph 3.50 for guidance on graphics in an electronic format.

A3.22. Preparing Forms for Use as Illustrations. If illustrating a form as a figure include instruction (near the figure) for filling out and using the form. Department of Defense (DD) and Air Force (AF) forms sometime have instructions printed on reverse side; do not repeat this information in the text. Do not print blank forms in publications. Use hypothetical entries.

A3.23. Using Figure Captions. Align figure captions under the figure, flush with the left side of the illustration. To continue the figure onto another page, show at the bottom of the page, centered, in parentheses, (Figure continued on next page). At the bottom of the continued page, show the figure number and “Continued;” e.g., “Figure 1. Continued.” To help users view figures on a video screen, use “portrait” orientation.

A3.24. Using Table Captions. Align table captions, above the table, flush with the left side of the table. To continue the table onto another page, show at the bottom of the page, centered, in parentheses, (Table continued on next page). At the top of the continued page, show the table number and “Continued;” e.g., “Table 1. Continued.” To help users view tables on a video screen, use “portrait” orientation.

Section E—Approval (Signature) Page

A3.25. Approval. Include a signature element. See paragraph 3.1.2 for additional guidance..

A3.26. Listing Attachments on the Approval Page. When publications do not have a table of contents (30 or more draft pages), list attachments on the approval page.

Section F—Editor and OPR Checklist for Drafts

A3.27. Research:

- A3.27.1. Have you checked indexes for related publications and forms?
- A3.27.2. Have you searched background files for pending information?
- A3.27.3. Have you verified publication numbers and supersession statement?
- A3.27.4. Have you verified references, abbreviations, FASs, and addresses?
- A3.27.5. Are checked forms referenced?
- A3.27.6. Are titles of forms included the first time the form is mentioned?
- A3.27.7. Does the *Privacy Act of 1974* apply?
- A3.27.8. Does the *Paperwork Reduction Act* apply regarding licensing information collections?
- A3.27.9. Is it to be announced in the Federal Register?
- A3.27.10. Does it need Occupational and Safety Health Act coordination?
- A3.27.11. Does it need environmental protection coordination?
- A3.27.12. Does research raise questions on essentiality of the new publication?
- A3.27.13. Can it be combined with another publication?
- A3.27.14. Is distribution appropriate?
- A3.27.15. Does the manuscript include previously published Interim Message Changes (IMC) or Emergency Message Changes (EMC)?

A3.28. Edit:

- A3.28.1. Are all pages accounted for and numbered correctly?
- A3.28.2. Is publication designation (AFDD, AFPD, AFI, AFPAM, etc.) proper for text?
- A3.28.3. Are subject series title and number in agreement with AFI 37-160, volume 6?
- A3.28.4. Does subject title describe the text?
- A3.28.5. Does purpose statement explain what the publication is about and to whom it applies?
- A3.28.6. If a table of contents is used, does it match the text exactly?
- A3.28.7. Is title page footnote complete and correct (supersession, OPR, certification line, number of printed pages, distribution)?
- A3.28.8. Are paragraph numbers in sequence and do all titles describe text exactly?
- A3.28.9. Have you edited text for spelling, grammar, punctuation, and capitalization?
- A3.28.10. Were you consistent in style and use?
- A3.28.11. Are all elements included on signature page?
- A3.28.12. Is approval complete and correct?
- A3.28.13. Are illustrations identified and provided for at the appropriate place in the text?
- A3.28.14. Are they reproducible?
- A3.28.15. Have you coordinated your corrections with the project officer?

A3.29. Check AF Form 673:

- A3.29.1. Does the AF Form 673 have the proper certification and approval signatures?
- A3.29.2. Does it show coordination of all offices having a functional interest?
- A3.29.3. Are proofs recommended?
- A3.29.4. Has the form been signed, indicating release to the OPR and or approval to print the publication?
- A3.29.5. Has OPR shown superseded publications? Current, new, revised , or obsolete forms?

A3.30. Check Plain English Standards:

- A3.30.1. Is the manuscript written mainly in the active voice in a plain, uncluttered style?
- A3.30.2. Does it contain clearly constructed, grammatical sentences that average no more than 20 words?
- A3.30.3. Does it contain simple, familiar words, rather than abstract words, unnecessary technical words, and jargon?
- A3.30.4. Does it avoid illogical and inconsistent shifts in point of view (tense, person, or voice) within a paragraph?
- A3.30.5. Does it present material in a logical, orderly sequence?
- A3.30.6. Is each paragraph limited to one thought or subject?
- A3.30.7. Is each paragraph as brief as possible?
- A3.30.8. Does it use as many main paragraphs as possible, rather than drawn-out subparagraphing?
- A3.30.9. Were one-syllable words substituted for multisyllable words?
- A3.30.10. Does each paragraph contain no more than four to five sentences?
- A3.30.11. Does it contain clear descriptive titles for parts, chapters, sections, and paragraphs?

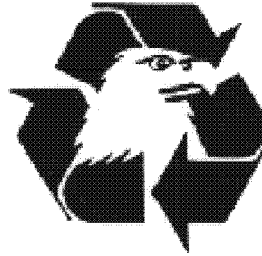
CITATIONS USED IN AIR FORCE PUBLICATIONS

Reference Citation	Format Used First Time in Text	Format Used Subsequently in Text
Code of Federal Regulations	Title 32, Code of Federal Regulations, Part 40, <i>Standards of Conduct</i> , current edition	32 CFR 40
Decisions of the Comptroller General	Decisions of the Comptroller General, Volume 9, page 23, 1989 Decisions of the Comptroller General, File B-211373, March 20, 1985	9 DCG 23 (1989) DCG File B-211373
DoD Directive	DoD Directive 1990.2, <i>Injury Compensation for DoD Employees</i> , March 10, 1980	DoD Directive 1990.2
DoD FAR Supplement (Defense FAR Supplement)	Defense FAR Supplement (DFARS), current edition Defense FAR Supplement (DFARS), Subpart 25.9, <i>Omission of Examination of Records Clause</i> , April 1984	DFARS DFARS, Subpart 25.9
DoD Instruction	DoD Instruction 1995.1, <i>Labor Unions and Management Agreements</i> , December 2, 1988	DoD Instruction 1995.1
DoD Publication	DoD 1990.2-R, <i>Regulations on Injury Compensation for DoD Employees</i> , August 1981, authorized by DoD Directive 1990.2, June 16, 1980	DoD 1990.2-R
Executive Order	Executive Order 12564, <i>Drug-Free Workplace</i> , September 15, 1986	E.O. 12564
Federal Acquisition	Federal Acquisition Circular 85-49, <i>Free Enterprising with Incentive</i> , July 1, 1987	FAC 85-49
Federal Acquisition Regulation	Federal Acquisition Regulation, current edition Federal Acquisition Regulation, Part 10, <i>Supply and Demand</i> , current edition	FAR FAR, Part 10
Federal Personnel Manual	Federal Personnel Manual, Chapter 930, <i>Programs for Specific Positions</i>	FPM, Chapter 930
Joint Travel Regulation	Joint Federal Travel Regulations, Volume 1, <i>Uniformed Service Members</i> , current edition Joint Travel Regulations, Volume 2, <i>Department of Defense Civilian Personnel</i> , current edition	JFTR, volume 1 JTR, volume 2
Joint Military Publications	AR 320-3/AFR 50-10/OPNAVINST 3200.25, DoD Food Program, September 5, 1985	AR 320-3/AFR 50-10/OPNAVINST 3200.25
Manual for Courts-Martial	Manual for Courts-Martial, United States, 1984 Manual for Courts-Martial, United States, Paragraph 44, 1989	MCM, 1984 44 MCM, 1989
Memoranda	Secretary of Defense Memorandum, <i>Regulatory Relief Task Force</i> , October 15, 1989 Assistant Secretary of Defense (Health Affairs) Memorandum, <i>Health Care for Employees</i> , May 13, 1990	Secretary of Defense Memorandum ASD(HA) Memorandum
Memoranda of Understanding	Memoranda of Understanding between the Department of Defense and the Department of Education, August 16, 1982	MOU
Military Handbook	MIL-HNBK-453, <i>Emergency Traffic Control</i> , December 20, 1982	MIL-HNBK-453
Military Specification	MIL-E-876, <i>Repair Levels for Electronic Modules</i> , February 11, 1989	MIL-E-876
Military Standard	MIL-STD-672A, <i>Aviation Calibrations</i> , June 9, 1986	MIL-STD-672A
National Decision Paper	National Decision Paper 1, <i>Disclosure of Nothing</i> , September 8, 1981	NDP 1
National Security Decision Directive	National Security Decision Directive 18, <i>International Trade and Transfer</i> , July 2, 1990	NSDD 18

Office of Management and Budget Bulletin	Office of Management and Budget Bulletin No. 81-17, <i>Debt Collection</i> , April 27, 1981	OMB Bulletin 81-17
Office of Management and Budget Circular	Office of Management and Budget Circular No. A-73, <i>Audit of Federal Operations and Programs</i> , March 15, 1978	OMB Circular A-73
Public Law	Public Law 92-463, <i>Federal Advisory Committee Act</i> , October 6, 1972	P.L. 92-463
	Public Law 88-647, <i>Reserve Officers' Training Corps Vitalization Act of 1964</i> , October 13, 1964, as amended	P.L. 88-647
	Title II of Public Law 91-441, <i>Independent Research and Development</i> (84 Stat.905)	P.L. 91-441, Title
United States Code	Title 10, United States Code, Chapter 30	10 U.S.C. 30
	Title 10, United States Code, Chapter 30, Section 2451, et seq.	Section 2451 of 10 U.S.C. 30
	Title 10, United States Code, Chapter 30 Subchapter III	Subchapter III of 10 U.S.C. 30
	Title 12, United States Code, Section 1751	12 U.S.C. 1751
	Title 12, United States Code, Section 1757(a)	12 U.S.C. 1757(a)
	Title 12, United States Code, Section 1751-1755	12 U.S.C. 1751-1755
	Title 12, United States Code, Section 1756 Note	12 U.S.C. 1756 Note

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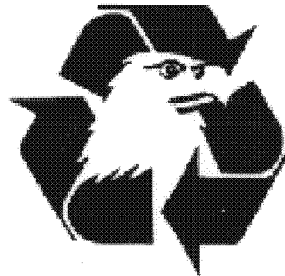


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**IC 96-2 TO AFI 37-160, VOLUME 1, THE AIR FORCE PUBLICATIONS AND
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15 OCTOBER 1996**

★SUMMARY OF REVISIONS

This change incorporates interim change (IC) 96-2 which provides guidance for the delegation of approving authority of Air Force publications (3.1.2.2.), redefines Section D--Preparing Message Changes, paragraphs 3.54 through 3.57; revises required coordination (tables 3.1 and 4.1); replaces figure 3.5 with Figure 3.5. Sample Interim Change (IC) Notification Message; and adds attachment IC 96-2. A ★ indicates revisions from the previous edition. See attachment IC 96-2 for the complete IC.

★3.1.2.2. Delegation of approving authority:

★3.1.2.2.1. Directive publications:

★3.1.2.2.1.1. For new directive publications, the 2-letter approving official must approve them the first time published. This authority may not be delegated.

★3.1.2.2.1.2. The minimum mandatory coordinations for all departmental publications, new and revised, are SAF/AAD, SAF/AAX, HQ USAF/SCEA, and HQ USAF/XOXD. If applicable, the following minimum mandatory coordinations also apply: HQ USAF/RE, HQ USAF/JA, NGB/CF, and SAF/GC (tables 3.1 and 3.2).

★3.1.2.2.1.3. Directive publications may prescribe forms and reports control symbol (RCS).

★3.1.2.2.1.4. Approving authority and functional coordination may be delegated for revisions of existing departmental publications. However, the minimum mandatory coordination may not be delegated, paragraph 3.1.2.2.1.2.

★3.1.2.2.1.5. The delegation of authority must be in writing, signed, and dated and must accompany the AF Form 673, **Request to Issue Publication**, and the revised draft.

★3.1.2.2.1.6. Upon revision, coordinate the revised portions of departmental publications with those organizations having a functional interest in the change (table 3.2). However, the minimum mandatory coordination may not be delegated, paragraph 3.1.2.2.1.2.

★3.1.2.3. Non-directive publications:

★3.1.2.3.1. Approving authority and functional coordination for new or revised nondirective publications may be delegated. However, the minimum mandatory coordination may not be delegated, paragraph 3.1.2.2.1.2.

★3.1.2.3.2. Nondirective publications may not prescribe forms or RCSs.

★Section D--Preparing Changes

★3.54. Changes to Publications. Because Air Force publications are now published on paper, on CD-ROM, AFPDL and posted on the world wide web (WWW), it is critical that all publication changes be processed through the publications managers. It is a legal requirement that all versions of Air Force publications contain the same information; publications managers maintain version control via these change processes. For departmental publication changes, contact SAF/AAD, 110 Luke Avenue, Suite 300B, Bolling AFB, DC 20332-9080.

★3.55. Authorized Types of Changes:

★3.55.2. Interim Change (IC). ICs replace what was previously known as the Interim Message Change (IMC). They are issued to announce only critical information needed to meet mandatory effective date set by Public Law, Executive Order, or DoD Directive; delete or modify a procedure that could involve public controversy or create adverse public opinion of the Air Force, is considered mission essential, or is wasting Air Force funds, workhours, or other critical resources.

★3.56. Converting Emergency Message Changes (EMC) to Interim Changes (IC). When an OPR issues an EMC to a publication, the OPR must convert the message to an interim change or revise the publication within 30 days.

★3.57. Interim Change (IC) Procedures:

★3.57.1. Numbering. Assign a number to each change. Use the last two digits of the calendar year, followed by a hyphen and a control number; e.g. EMC 96-1; IC 96-2; IC 96-3. Start a new control number sequence, beginning with "1" each calendar year.

★3.57.2. EMC Processing. Prepare the text of the change in regular message format (AFMAN 37-126, Preparing Official

Communications, will convert to AFMAN 33-326 upon revision) and cite the type of change, change number, the publication being changed, and its date. Show write-in or paragraph changes for only one basic publication.

★3.57.3. IC Process. The following instructions apply:

★3.57.3.1. Publication approving officials issue IC notification messages alerting functional publication users and Address Indicating Group AIG 9411/PDO that an IC is available for downloading (figure 3.5). For departmental publications, the download site is <http://afpubs.hq.af.mil>. The two-letter approving official or delegated approving official shown on the IC notification is a substitute for the AF Form 673, Request to Issue Publication, as the authority to publish the IC. OPRs must file the IC notification and the IC in the record set for the publication. SAF/AAD will file a copy of the IC notification and the IC in its background folder.

★3.57.3.2. Before issuance of IC notification message, OPRs provide a new summary of revisions and changed information to their servicing publications management office in MS Word format. The only authorized changes are those that do not require the publication to be renumbered. If the changes require the publication to be renumbered, the publication must be revised instead. OPRs must provide changes in complete paragraphs. Examples:

★3.57.3.2.1. One for one changes. Paragraph 3 will completely replace paragraph 3. Provide all of paragraph 3 even if only one word or one sentence changed.

★3.57.3.2.2. Added paragraphs that do not cause publication renumbering. Paragraph 3.1.1. can be added between paragraphs 3.1. and 3.2.

★3.57.3.2.3. Deletions. Delete a paragraph like this: 3.77. DELETED.

★3.57.3.2.4. Tables, Figures, and Attachments. Completely delete or provide a completely new table, figure, or attachment to replace the current table, figure, or attachment. Tables, figures, and attachments can be added, as long as there is a corresponding reference to them in a paragraph.

★3.57.4. Posting ICs. It is mandatory for paper-based users to post ICs. The servicing publications management office must update and integrate the IC within 30 days of issuance for digital publication users.

★Table 3.1. Coordinating a Publication--General Rules.

R	A	B	C
U			then coordinate
L			
E	If a publication	a field publication with	a departmental publication with
1	is an Air Force Policy Directive (AFPD)		SAF/GC, 1740 Air Force Pentagon, Washington DC 20330-1740; NGB/CF, 2500 Army Pentagon, Washington DC 20310-2500; HQ USAF/RE, 1150 Air Force Pentagon, Washington DC 20330-1150; and the appropriate two-letter Secretariat and Air Staff activity.
2	includes an explanation of terms	SC.	HQ USAF/XOXD, 1630 Air Force Pentagon, Washington DC 20330-1630.
3	contains mailing addresses and functional address identifiers		HQ USAF/SCMV, 1250 Air Force Pentagon, Washington DC 20330-1250.
4	prescribes the use of a specific class or service of mail		
5	requires publication of orders		
6	prescribes, adopts, or cites forms or formats		SAF/AAD, 110 Luke Avenue, Suite 300B, Bolling AFB DC 20332-9080, and counterparts at MAJCOMs and FOAs preparing manuscripts.
7	requires development or revision of joint departmental publications		SAF/AAD, 110 Luke Avenue, Suite 300B, Bolling AFB DC 20332-9080.

8	requires publication in the Federal Register (AFI 37-120)		SAF/AAX, 1720 Air Force Pentagon, Washington DC 20330-1720.
9	is a standard publication, (including ICs and letter changes) (see note 1)	Records Management, Privacy/FOIA Office, and Information Collections and Reports (ICR) Managers.	HQ USAF/SCMI, 1250 Air Force Pentagon, Washington DC 20330-1250, and counterparts at MAJCOMs and FOAs preparing manuscripts.
10	is marked For Official Use Only and authorized to be withheld from general Public disclosure, has legal implications, or contains copyrighted material	Staff Judge Advocate.	HQ USAF/JAG, 1420 Air Force Pentagon, Washington DC 20330-1420; Access Program Manager, HQ USAF/SCMI, 1250 Air Force Pentagon, Washington DC 20330-1250.

NOTE:

1. Send AF Form 525, **Records Disposition Recommendation**, to records manager when AFI 37-133, Volume 2, does not cover disposal of records.

★Figure 3.5 Sample Interim Change (IC) Notification Message.

HQ USAF//XO

AIG 9411//SC

INFO: ALMAJCOM -FOA-DRU//DO//XO

UNCLASS

PASS TO PDO

SUBJECT: INTERIM CHANGE NOTIFICATION 96-1 TO 11-205, AIRCRAFT

COCKPIT AND FORMATION FLIGHT SIGNALS.

IC 96-1 IS APPROVED AND IS POSTED ON THE AF PUBLISHING SITE AT

HTTP://AFPUBS.HQ.AF.MIL AND ON THE AIR FORCE PUBLISHING

DISTRIBUTION LIBRARY (AFPD).

NOTE: 1. Publication approval authority signs IC.

2. AIG 9411//SC will provide copies to all publication holders.

3. INFO should be all interested recipients as determined by approval authority.

Table 4.1. ★Submitting Copies of Field Publications. See Note 1.

R	A	B	C
U			
L			
E	If a field activity is	then send one copy of	to
1	a MAJCOM	subject and numerical indexes	H11 CS/SCSR, 1620 Air Force Pentagon, Washington DC 20330-1620.

2			HHQ USAF/SCMV, 1250 Air Force Pentagon, Washington DC 20330-1250.
3		policy directives, instructions, manuals, indexes, pamphlets, directories, handbooks, mission directives, catalogs, and supplements	HQ AFIS/IMP, 9700 G Avenue, SE, Kirtland AFB NM 87117-5670.
4		supplements or separate publications issued instead of supplements	OPR in HQ USAF.
5	below MAJCOM	supplements or separate publications issued instead of supplements (see note 2)	OPR at the next higher headquarters.
6		indexes of publications (see note 2)	publications management office in the next higher headquarters.

NOTE: 1. AFI 36-2303, *Documents and Publications for the Air University Library*, gives instructions on sending copies to the AU Library.

2. A higher headquarters may specify more copies.